

Incident Report Submission

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Subject: Incident Report Submission

Dear [Recipient Name],

I am writing to formally submit an incident report regarding [brief description of the incident]. The incident occurred on [date and time of occurrence] at [location].

Details of the Incident:

- **Description:** [Detailed description of the incident]
- **Individuals Involved:** [Names and roles of individuals involved]
- **Action Taken:** [Brief summary of actions taken following the incident]
- **Witnesses:** [Names and contact information of witnesses, if any]

Attached to this report are [any attached documents, photographs, or evidence related to the incident].

Thank you for your attention to this matter. I am available for any further information or clarification required.

Sincerely,

[Your Name]

[Your Contact Information]