

Bullying Incident Report

Date: **[Insert Date]**

To: **[Community Organization Name]**

From: **[Your Name]**

Position: **[Your Position]**

Contact Information: **[Your Contact Information]**

Incident Details

Victim's Name: [Insert Victim's Name]

Date and Time of Incident: [Insert Date and Time]

Location of Incident: [Insert Location]

Description of Incident:

[Provide a detailed description of the bullying incident here.]

Actions Taken

[Describe any immediate actions taken in response to the incident.]

Witnesses

[List the names and contact information of any witnesses.]

Further Recommendations

[Provide any recommendations for further actions or support that may be needed.]

Thank you for your attention to this serious matter. Please let me know how we can work together to resolve this issue effectively.

Sincerely,

[Your Name]

[Your Position]