

# Bullying Incident Report

**Date:** [Insert Date]

**To:** [School Authorities' Name]

**From:** [Your Name]

**Subject:** Report of Bullying Incident

## Incident Details

**Victim's Name:** [Victim's Name]

**Perpetrator's Name:** [Perpetrator's Name]

**Date of Incident:** [Incident Date]

**Location of Incident:** [Location]

## Description of Incident

[Provide a detailed account of the incident, including what happened, how it made the victim feel, and any witnesses present.]

## Actions Taken

[Describe any actions you have already taken, such as reporting to a teacher, speaking with the students involved, or seeking support.]

## Request for Action

I request that the school authorities take appropriate action to address this incident and ensure the safety and well-being of all students involved.

## Contact Information

**Your Name:** [Your Name]

**Your Contact Information:** [Your Phone Number or Email]

Thank you for your attention to this matter.

Sincerely,

[Your Name]