

Vandalism Incident Report

Date: [Insert Date]

To: [Community Outreach Coordinator's Name]

From: [Your Name]

Subject: Report of Vandalism Incident

Dear [Community Outreach Coordinator's Name],

I am writing to formally report an incident of vandalism that occurred on [insert date of incident] at [insert location]. The specific details of the incident are as follows:

- **Description of Incident:** [Detail the vandalism, e.g., graffiti, property damage]
- **Time of Incident:** [Insert time]
- **Witnesses:** [List any witnesses and their contact information]
- **Response:** [Detail any immediate actions taken, e.g., contacted authorities, cleaned up the site]

This incident not only impacts the physical environment but also affects our community's sense of safety and pride. I urge our community to take a stand against vandalism and restore our environment.

Thank you for your attention to this matter. I look forward to working together to address this issue and prevent further incidents.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]