

# Vandalism Incident Report

Date: [Insert Date]

To: [Insert Name or Title]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Recipient's Name],

I am writing to formally report an incident of vandalism that occurred at our corporate office located at [Insert Office Address] on [Insert Date of Incident].

Details of the Incident:

- **Time of Incident:** [Insert Time]
- **Description of Damages:** [Provide details of damages caused]
- **Location within Office:** [Specify the exact location]
- **Witnesses:** [List any witnesses, if applicable]

Immediate actions taken:

- [Describe any immediate actions taken following the incident]

We recommend that further investigation be conducted, and appropriate measures be taken to prevent future incidents. We appreciate your prompt attention to this matter.

Please feel free to contact me at [Your Phone Number] or [Your Email] should you require additional information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Your Contact Information]