

Incident Report Submission

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Incident Report - [Brief Description of Incident]

Dear [Recipient's Name],

I am writing to formally submit an incident report regarding [brief description of the incident, e.g., "the workplace accident that occurred on [date] at [location]"].

[Provide a detailed description of the incident, including what happened, when it happened, and who was involved. Include any immediate actions taken and the current status of the situation.]

Please find attached all relevant documents pertaining to this incident, including witness statements and any other supporting evidence.

Should you require any further information or wish to discuss this matter in detail, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]