

Incident Declaration Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally declare an incident that occurred on [insert date of incident], involving [brief description of the incident]. This incident occurred at [specify location] and involved [names of individuals or parties involved, if applicable].

The details of the incident are as follows:

- **Time of Incident:** [insert time]
- **Description:** [detailed description of what happened]
- **Measures Taken:** [any immediate actions taken following the incident]
- **Potential Impact:** [possible effects of the incident]

We believe it is necessary to address this incident promptly, and we are committed to investigating further to prevent future occurrences. If you require any additional information or clarification, 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 Company/Organization]