

Incident Notification

Date: [Insert Date]

To: [Management's Name]

From: [Your Name]

Subject: Incident Notification - [Brief Description of Incident]

Dear [Management's Name],

I am writing to formally notify you of an incident that occurred on [Insert Date] at [Location/Event]. The incident involved [Brief Description of Incident, e.g., equipment failure, safety issue, etc.].

The details of the incident are as follows:

- **Incident Description:** [Detailed description of the incident]
- **Time of Occurrence:** [Time]
- **People Involved:** [List of individuals involved]
- **Immediate Actions Taken:** [Details of any immediate response, e.g., first aid, evacuation, etc.]
- **Further Actions Required:** [Any follow-up actions needed]

Please let me know if you need any further information or assistance regarding this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]