

# Safety Incident Report Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Safety Incident Report Submission

Dear [Recipient's Name],

This letter serves to confirm the submission of the Safety Incident Report pertaining to the incident that occurred on [insert date of incident]. The details of the incident have been documented and reviewed in accordance with our safety protocols.

The report includes the following information:

- **Incident Date:** [Insert Date]
- **Location:** [Insert Location]
- **Description of Incident:** [Insert Description]
- **Individuals Involved:** [Insert Names]

Please review the attached report for more detailed information. If you have any questions or require further information, do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]