

# Incident Report

**Date:** [Insert Date]

**To:** [Insert Recipient Name]

**From:** [Insert Your Name]

**Subject:** Incident Report - Continuous Car Alarm Disruptions

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Dear [Recipient Name],

I am writing to formally report a recurring issue that has been affecting the peace and quiet of our community. Over the past [insert time period], there have been multiple instances of car alarms going off continuously and disrupting the neighborhood.

Details of the incidents are as follows:

- **Date:** [Insert Date of Incident 1] - **Time:** [Insert Time]
- **Date:** [Insert Date of Incident 2] - **Time:** [Insert Time]
- **Date:** [Insert Date of Incident 3] - **Time:** [Insert Time]

These disturbances have caused significant inconvenience to the residents, leading to concerns about safety and quality of life. I kindly request that this matter be looked into and appropriate measures be taken to address the ongoing disruptions.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Contact Information]