

Incident Report Follow-up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-up on Incident Report Regarding Health and Safety Violations

Dear [Recipient's Name],

I am writing to follow up on the incident report submitted on [Insert Date of Incident] concerning the health and safety violations observed at [Insert Location]. It is important that we address these issues promptly to ensure the safety and wellbeing of all employees.

As previously stated in the report, the following violations were noted:

- [List Violation 1]
- [List Violation 2]
- [List Violation 3]

We would appreciate an update on the corrective measures that have been implemented or are planned to address these violations. Additionally, it would be helpful to know if there are any further resources or assistance needed from our team to facilitate these improvements.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]