

Critical Incident Response Protocol

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Critical Incident Response Notification

Dear [Insert Recipient Name],

This letter serves to notify you of a critical incident that occurred on [Insert Date of Incident]. The incident involved [Briefly describe the nature of the incident, e.g., an accident, security breach, emergency situation].

Details of the Incident:

- **Location:** [Insert Location]
- **Time:** [Insert Time]
- **Individuals Involved:** [List Individuals]
- **Immediate Actions Taken:** [Describe actions taken]
- **Contact Information:** [Provide relevant contact information]

We take this incident very seriously and are following our established protocols to ensure the safety and well-being of all involved. An investigation is currently underway, and we will keep you updated on any developments.

If you have any questions or require further information, please feel free to reach out to me directly at [Insert Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]