

Accident Follow-up Letter

Date: [Insert Date]

[Driver's Name]

[Driver's Address]

Dear [Driver's Name],

I hope this message finds you well. We are following up regarding the accident that occurred on [Insert Date of Accident]. We appreciate your cooperation in the investigation process and want to ensure that you are receiving the necessary support during this time.

As part of our driver training program, we believe it is essential to review the circumstances surrounding this incident. We would like to schedule a follow-up meeting to discuss your experience and any further training needs you may have. Please let us know your availability for a meeting in the coming week.

Your safety and continuous development as a driver are our top priorities. Thank you for your attention to this matter, and we look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]