

Safety Incident Investigation Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name or Department]

Subject: Notification of Safety Incident Investigation

Dear [Insert Recipient Name],

I am writing to inform you that a safety incident occurred on [insert date of incident] at [insert location]. This incident involved [brief description of the incident]. In accordance with our safety protocols, we are initiating a formal investigation.

The purpose of this investigation is to identify the root causes of the incident and to prevent future occurrences. We will be collecting information from witnesses, examining equipment, and reviewing relevant documentation.

Please be advised that your cooperation may be required during this process. We appreciate your understanding and prompt attention to any requests for information or assistance.

If you have any questions or need further clarification regarding this process, please do not hesitate to reach out to me directly at [insert contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]