

# Accident Report for Personal Injury Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of an accident that occurred on [date of accident] at [location of accident]. This incident resulted in personal injuries that require your attention.

Details of the incident:

- **Time of Accident:** [Insert time]
- **Description of Incident:** [Provide a brief description]
- **Injuries Sustained:** [List injuries]
- **Witnesses:** [List any witnesses if applicable]

I have sought medical attention for my injuries and am currently undergoing treatment. [Optionally include any medical reports or doctor's notes].

For any further information or clarification, please feel free to contact me at [your contact information]. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]