

Incident Report Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Person],

We are writing to formally request a detailed incident report regarding [brief description of the incident]. It is imperative that we understand the circumstances surrounding this incident to prevent future occurrences.

Please include the following information in your report:

- Date and time of the incident
- Location of the incident
- Description of the incident
- Immediate actions taken
- Long-term corrective measures proposed
- Any other relevant information

We appreciate your prompt attention to this matter and look forward to receiving your report by [insert due date]. If you have any questions, please do not hesitate to contact us at [insert contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]