

Contractor Accident Documentation

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Incident Report - Contractor Accident

Dear [Recipient Name],

I am writing to formally document an incident that occurred on [insert incident date] at [insert location], involving [contractor's name or company].

Incident Details

- **Time of Incident:** [Insert Time]
- **Nature of Incident:** [Brief description of the accident]
- **Injuries Sustained:** [List any injuries]
- **Emergency Response:** [Detail any medical assistance provided]

Witnesses

Several individuals witnessed the incident, including:

- [Witness Name and Contact Information]
- [Witness Name and Contact Information]

Next Steps

Please advise on any further actions required following this incident, including additional safety measures or documentation needed.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]