

Follow-Up Correspondence Regarding Accident

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to follow up on the unfortunate accident that occurred on [Insert Date of Accident] at [Insert Location]. As we prioritize safety on our project sites, it is crucial to gather insights about the incident to prevent future occurrences.

We kindly request your cooperation in providing a detailed report of the incident, including:

- The circumstances leading up to the accident
- The individuals involved
- The immediate actions taken following the incident
- Any injuries sustained
- Suggestions for safety improvement

Your feedback is invaluable in ensuring a safer work environment for everyone involved. Please send your report by [Insert Deadline Date]. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]