

Accident Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Company Name]

Subject: Notification of Contractor Field Accident

Dear [Recipient Name],

I am writing to inform you of an accident that occurred on [Insert Date of Accident] at the [Insert Location] involving [Insert Contractor Name/Employee].

Details of the Incident:

- **Date and Time of Accident:** [Insert Date and Time]
- **Description of Incident:** [Provide a brief description of what happened]
- **Injuries Sustained:** [Detail any injuries or lack thereof]
- **Immediate Actions Taken:** [List any immediate actions taken after the incident]

Please let us know if you require any additional information or further details regarding the incident. We are committed to ensuring the health and safety of all personnel on site and will take the necessary steps to prevent future occurrences.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]