

# Aviation Safety Incident Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Aviation Safety Incident

Dear [Recipient Name],

I am writing to formally notify you of a safety incident that occurred on [date of incident] involving [aircraft type, flight number, etc.].

## Incident Details:

- **Date and Time:** [Insert date and time]
- **Location:** [Insert location]
- **Aircraft Information:** [Insert aircraft details]
- **Description of Incident:** [Provide a brief description of the incident]
- **Actions Taken:** [Outline any immediate actions taken in response]

We take such incidents very seriously, and we are currently conducting a thorough investigation to determine the causes and implement corrective actions to prevent future occurrences.

We will keep you updated on our findings and any necessary actions that may arise from this incident.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]