

# Antitrust Incident Reporting Guidelines

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Antitrust Incident Reporting

Dear [Recipient's Name],

This letter serves as a guideline for reporting any antitrust incidents in compliance with our company policies and legal obligations. It is crucial to handle potential antitrust issues promptly and efficiently to mitigate risks and ensure compliance.

## Reporting Process

1. Identify the incident: Clearly outline what occurred, including parties involved, dates, and any relevant details.
2. Documentation: Gather all supporting documents that might be pertinent to the incident.
3. Notify the appropriate personnel: Report the incident to [Insert Title/Department] immediately.
4. Follow up: Ensure that an investigation is conducted, and keep records of all communications regarding the incident.

## Confidentiality

Please remember that all reports and communications will be kept confidential to the maximum extent possible.

## Contact Information

If you have any questions or need further assistance, please do not hesitate to contact [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]