**Incident Report Letter**

**Subject:** Incident Report [LOCATION AND TYPE]

A [HEALTH/SAFETY/SECURITY] incident occurred on [DATE] at [TIME]. Below are the details of the incident and immediate corrective actions for further investigation and review.

**Incident Details**

**Date**:

**Time**:

**Location**:

**Description**: [Describe the incident in detail, making sure to provide as much context as possible so that anyone reading the report can fully understand what happened].

**Corrective Actions**

**Description of the immediate response**: [Describe the response efforts you took to address the immediate hazards and risks].

**Witnesses**: [Provide the names of any witnesses to the incident].

**Action Items**: [List out the corrective actions that you need to take moving forward to remedy the issues that caused the incident].