

Incident Report Letter in School

[Your Name]

[Your Position]

[School Name]

[School Address]

[Date]

To:

[Principal's Name]

[Principal's Title]

[School Name]

[School Address]

Subject: Incident Report Regarding [Brief Description of Incident] on [Date]

Dear [Principal's Name],

I am writing to formally report an incident that occurred on [date] at [time] in [specific location, e.g., the school playground, classroom, etc.]. The incident involved [names of students, staff, or other individuals involved] and resulted in [briefly describe the nature of the incident, such as a physical altercation, injury, or disciplinary issue].

At approximately [time], I observed [provide a clear, factual account of what happened]. Immediate actions were taken, including [mention any steps taken to resolve the issue, such as notifying staff, administering first aid, or contacting parents].

To prevent similar incidents in the future, I recommend [suggest any preventative measures or solutions]. I am available to discuss the matter further if needed and to assist with any follow-up actions.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]