

# Incident Report Letter For Security Guard

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**[Your Name]**

[Your Position]

[Department]

[Date]

**To:**

[Recipient's Name]

[Position]

[Company/Organization Name]

**Subject: Incident Report – Security Guard Incident**

Dear [Recipient's Name],

I am writing to report an incident involving a security guard that occurred on [Date] at [Time] in [Location]. The incident involved [briefly describe the event, e.g., unauthorized access, breach of protocol, security issue].

**Details of the Incident:**

- **Date/Time:** [Date/Time of Incident]
- **Location:** [Location of Incident]
- **Individuals Involved:** [Name of the security guard and any other involved parties]

- **Description of Incident:** [Provide a clear and concise description of what happened, including any breaches of security protocol or specific actions taken by the security guard]

**Actions Taken:**

- [List any immediate actions taken, such as addressing the security issue, contacting law enforcement, or reporting to supervisors]
- [Describe any investigations or follow-up actions that have been initiated]

**Recommendations:**

- [Optional: Suggest measures to prevent similar incidents in the future, such as additional training or procedural changes]

Please let me know if further information or clarification is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]