

# Guest Incident Report Follow-Up

Date: [Insert Date]

To: Resort Administration

From: [Your Name]

Subject: Follow-Up on Guest Incident Report - [Incident Number]

Dear [Administration Team/Specific Name],

I am writing to follow up on the guest incident report filed on [Incident Date] regarding [brief description of the incident]. As discussed in our previous correspondence, it is essential to ensure that the concerns raised are adequately addressed.

Since the incident, I have been in contact with the affected guest and have gathered additional feedback. The guest expressed [insert guest feedback or concerns]. To ensure we maintain high service standards, I recommend we take the following steps:

- [Recommended Action 1]
- [Recommended Action 2]
- [Recommended Action 3]

I appreciate your attention to this matter and look forward to your feedback on how we can resolve this situation effectively. Please let me know if you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]