

# Guest Incident Report Follow-up

Date: [Insert Date]

Dear [Owner's Name],

I hope this message finds you well. I am writing to follow up on the incident reported on [Insert Incident Date] involving [Brief Description of the Incident]. As you are aware, ensuring the safety and satisfaction of our guests is our top priority.

After our initial review, we have taken the following actions to address the situation:

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

We value your feedback and would like to hear any additional concerns or suggestions you may have regarding this incident. Please feel free to reach out at your convenience.

Thank you for your understanding and support as we work to improve our guest experience.

Best regards,

[Your Name]

[Your Position]

[Restaurant Name]

[Contact Information]