

Incident Management Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about an incident that occurred on [Insert Date of Incident] at [Establishment Name]. As part of our hospitality incident management framework, we are committed to transparency and ensuring the safety and comfort of all our guests.

Incident Details:

- **Incident Type:** [Type of Incident]
- **Location:** [Location Within Establishment]
- **Time of Incident:** [Time]
- **Description:** [Brief Description of the Incident]

Actions Taken:

Upon discovering the incident, we immediately [List Actions Taken, e.g., contacted authorities, evacuated the area, etc.]. Our team is actively working to investigate the incident and rectify the situation.

Future Preventive Measures:

To prevent similar incidents in the future, we are [List Measures Being Implemented]. Your safety is our top priority, and we appreciate your understanding as we improve our protocols.

If you have any questions or concerns regarding this matter, please feel free to reach out to us directly at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Establishment Name]

[Contact Information]