

Incident Follow-Up Notice

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Follow-Up on Recent Tech Product Incident

Dear [Recipient Name],

We are writing to follow up on the incident that occurred on [insert date of incident] regarding our [insert product name]. We understand the inconvenience this may have caused and want to assure you that we are taking this matter seriously.

As of now, we have conducted a thorough investigation and have identified the root cause of the incident. [Briefly explain the cause and any actions taken to resolve it].

To prevent similar issues from happening in the future, we have implemented the following measures:

- [Measure 1]
- [Measure 2]
- [Measure 3]

We appreciate your understanding and patience during this time. If you have any further questions or concerns, please do not hesitate to reach out to us at [insert contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]