

# Corrective Action Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

Position: [Insert Recipient's Position]

Company: [Insert Recipient's Company]

Address: [Insert Recipient's Address]

## Subject: Corrective Action Plan for Service Disruption

Dear [Insert Recipient's Name],

We are writing to address the recent service disruption experienced by our customers on [Insert Date of Disruption]. We take this matter seriously and are committed to improving our service reliability.

### Incident Summary:

- Date of Incident: [Insert Incident Date]
- Nature of Disruption: [Briefly describe the disruption]
- Affected Services: [List affected services]

### Corrective Actions Taken:

1. [Describe first corrective action taken]
2. [Describe second corrective action taken]
3. [Describe third corrective action taken]

We are also implementing the following long-term preventative measures:

- [Describe first preventative measure]
- [Describe second preventative measure]
- [Describe third preventative measure]

We appreciate your understanding and support as we work to resolve these issues. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]