

Incident Follow-Up Letter

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Subject: Follow-Up on Recent Incident

Dear [Vendor Name],

I hope this message finds you well. I am writing to follow up on the incident that occurred on [insert date of incident]. As you are aware, the situation resulted in [briefly describe the incident and its impact].

We appreciate your swift response following the incident and the actions taken to address the situation. However, we would like to ensure that the necessary measures are in place to prevent similar occurrences in the future.

Please provide an update on the status of the corrective actions taken and any further steps you plan to implement. We value your partnership and believe that open communication is essential for resolving this matter effectively.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]