

Critical Incident Service Announcement

Date: [Insert Date]

To Whom It May Concern,

We regret to inform you that a critical incident has occurred on our premises. This situation has impacted our services and may disrupt your regular operations. We are taking all necessary measures to address the issue promptly and ensure the safety of all individuals involved.

Please be advised that:

- The nature of the incident is as follows: [Brief Description]
- The affected services include: [List of Services]
- We anticipate resuming normal operations by: [Estimated Resolution Time]

We understand the inconvenience this may cause and appreciate your patience as we work through this critical situation. Your safety and the integrity of our operations are our top priorities.

If you have any questions or require further information, please contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]