

# Critical Incident Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Recent Incident

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the critical incident that occurred on [insert date of incident]. As we discussed, it is important that we address the situation thoroughly to ensure the safety and well-being of everyone involved.

Summary of the Incident:

[Provide a brief summary of what happened during the incident, including relevant details.]

Actions Taken:

[Detail the actions taken in response to the incident, including any immediate measures and investigations conducted.]

Next Steps:

[Outline the next steps that will be taken to prevent future incidents and any follow-up actions expected from the recipient.]

Please feel free to reach out if you have any further questions or concerns. It is vital that we work together to resolve this matter effectively.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]