

Incident Resolution Update

Dear [Recipient's Name],

We are writing to provide you with an update regarding the incident reported on [Incident Date]. Our team has been actively working to resolve the issue, and we appreciate your patience during this process.

Incident Summary:

[Brief description of the incident]

Status Update:

[Current status of the resolution process]

Next Steps:

[What actions will be taken next]

We expect to have this incident fully resolved by [Expected Resolution Date]. We will keep you updated on our progress and notify you once the issue has been successfully addressed.

Thank you for your understanding and support.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]