

# Subject: Incident Notification

Dear [Stakeholder's Name],

We hope this message finds you well. We are writing to inform you about an incident that occurred on [Date of Incident] at [Location/Project Name]. We take this matter seriously and want to keep you updated on the situation.

**Incident Description:**

[Brief description of the incident, including what happened and how it was discovered.]

**Immediate Actions Taken:**

[Details about the immediate response to the incident, including any measures taken to mitigate the impact.]

**Next Steps:**

[Information about the investigation process, follow-up actions, and any changes to procedures or protocols.]

We appreciate your understanding and patience as we work through this matter. Please feel free to reach out if you have any questions or require further information.

Thank you for your continued support.

Best Regards,  
[Your Name]  
[Your Title]  
[Your Company]  
[Contact Information]