

# Incident Response Follow-Up Letter

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Incident Response Follow-Up

Dear [Recipient Name],

We are writing to follow up on the recent incident that occurred on [insert date of incident]. We want to assure you that we are taking this matter very seriously and are committed to resolving it promptly.

The key details of the incident are as follows:

- **Incident Date:** [Insert Date]
- **Description of the Incident:** [Brief description]
- **Immediate Action Taken:** [Actions taken immediately after the incident]

Following our initial response, we have implemented the following measures to prevent future occurrences:

- [Preventive Measure 1]
- [Preventive Measure 2]
- [Preventive Measure 3]

Please feel free to reach out to us if you have any questions or require further information. Thank you for your understanding and patience as we work through this incident.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]