

Service Failure Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Service Failure Report and Resolution Plan

1. Incident Overview

On [Insert Date], we experienced a service failure affecting [Brief Description of Service]. The issue was identified at [Time] and impacted [Number of Users Affected or Areas Affected].

2. Root Cause Analysis

After investigation, the root cause of the issue was determined to be [Description of Root Cause]. This led to [Impact of the Issue].

3. Resolution Plan

To resolve this issue and prevent future occurrences, we propose the following action plan:

- **Immediate Action:** [What will be done to resolve the immediate issue]
- **Long-term Solutions:** [List any changes or improvements to be made]
- **Timeline:** [Insert Timeline for Implementation]

4. Monitoring and Follow-up

We will monitor the implementation of the resolution plan closely and conduct a follow-up meeting on [Insert Date] to assess progress. Please feel free to reach out for any immediate concerns or questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]