

# System Downtime Summary Report

Date: [Insert Date]

To: [Auditor's Name]

From: [Your Name]

Subject: Summary of System Downtime

## Overview

This report provides a summary of system downtime incidents that have occurred during the period of [Insert Period].

## Incident Details

Date	Duration	System Affected	Description
[Insert Date]	[Insert Duration]	[Insert System]	[Insert Description]

## Conclusion

The downtime incidents detailed above have been reviewed and necessary measures are being taken to prevent future occurrences. Please feel free to reach out for further details.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]