

Incident Report Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Network Outages - Incident Report #[Incident Number]

Dear [Recipient's Name],

I am writing to follow up on the recent network outages that occurred on [Insert Date of Outage]. As you are aware, the outage affected [specific departments or services impacted].

Incident Summary

The outage was reported at [Insert Time] and lasted until [Insert Time], resulting in [briefly describe the consequences].

Investigative Findings

Our investigation revealed that the cause of the outage was [insert findings]. We have implemented the following corrective actions:

- [Action 1]
- [Action 2]
- [Action 3]

Next Steps

To prevent such incidents in the future, we plan to [describe future measures]. We appreciate your understanding during this time.

If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]