

Incident Report Follow-up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-up on Incident Report - Property Damage

Dear [Recipient's Name],

I am writing to follow up on the incident report submitted on [Insert Date of Initial Report] regarding property damage that occurred at [Location/Address]. As detailed in the original report, the incident involved [Brief Description of the Incident].

To date, we have taken the following actions in response to the incident:

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

Additionally, we would like to discuss the next steps regarding the resolution of this matter. Please let us know a convenient time for you to meet or speak over the phone.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]