

Incident Report Follow-Up

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Equipment Malfunction - Incident Report #[Incident Number]

Dear [Recipient's Name],

I am writing to follow up on the incident report submitted on [Date of Incident] regarding the malfunction of [Equipment Name]. As of today, I would like to provide an update on the status of the situation.

Summary of the incident:

- Equipment Name: [Equipment Name]
- Date of Malfunction: [Date]
- Reported by: [Your Name]
- Description of Issue: [Brief Description]

As per our last discussion, the following actions have been taken:

1. [Action Taken 1]
2. [Action Taken 2]
3. [Action Taken 3]

I would appreciate it if you could provide an update on the repair process and any additional actions that need to be taken to prevent future occurrences.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]