Problem Management Closure Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Problem Closure Notification - [Problem ID]

Dear [Recipient Name],

We are writing to inform you that the problem reported under the ID **[Problem ID]** has been resolved and is now officially closed.

Details of the problem:

- **Problem Description:** [Brief Description of the Problem]
- **Date Reported:** [Date Reported]
- **Resolution Summary:** [Summary of the Resolution]
- **Closure Date:** [Closure Date]

We appreciate your cooperation and patience during the resolution process. Should you have any further questions or concerns regarding this matter, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]