

Critical Incident Update

Date: [Insert Date]

Dear [Affected Parties/Stakeholders],

We are writing to provide you with an update regarding the critical incident that occurred on [insert date of incident]. We understand the impact this has had on you and your operations, and we are committed to keeping you informed.

Incident Overview

On [incident date], [brief description of the incident]. We immediately initiated our response protocols in accordance with our incident management guidelines.

Current Status

As of now, the situation has been [insert current status]. We have taken the following actions to address the incident:

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

Next Steps

Moving forward, we are committed to [insert next steps]. We will continue to communicate with you as more information becomes available.

Contact Information

If you have any questions or require further information, please do not hesitate to reach out to us at [contact information].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]