

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Issue Resolution Communication

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we have successfully resolved the issue regarding [brief description of the issue].

After thorough investigation and collaboration with relevant teams, we identified that the root cause was [explain the root cause]. This has now been addressed by [description of the solution implemented].

We appreciate your patience and understanding during this process. If you have any further questions or if the issue arises again, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]