

Follow-Up Inquiry Regarding Aviation Incident

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the aviation incident that occurred on [Insert Date of Incident] involving [Insert Aircraft/Flight Details]. We are conducting a thorough inquiry into the matter and seek your assistance in gathering further information.

Specifically, we would appreciate your insights on the following points:

- [Specific Inquiry Point 1]
- [Specific Inquiry Point 2]
- [Specific Inquiry Point 3]

Your input is invaluable to us, and we aim to ensure all aspects of this incident are addressed comprehensively. If possible, please provide your response by [Insert Deadline]. If you require any further details or have any questions, do not hesitate to reach out.

Thank you for your cooperation in this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]