

[Your Company Name]
[Your Company Address]
[Company Contact Information]

[Date of Letter]

[Contact Name]
[Contact Title]
[Contact Address]
[CC Contact List, if applicable]

[Document Reference]

Dear [First Name Last Name],

I am reaching out to [inform you of an issue that has the potential to disrupt our regular service, delay our project deliverables, or apologize for a recent incident].

[Description of the issue].

In order to minimize the impact on you, we have taken the following corrective actions:

- [Describe your corrective actions and implementation dates]

While we apologize for the inconvenience caused by this issue. We remain committed to providing you with [the highest level of service, or description of deliverable] and will continue to look for ways to serve you better.

If you have any questions or concerns related this issue, I hope you don't hesitate to call.

Regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Details]

CC: [Names of Contacts at your company who can help answer questions]