

Incident Closure Letter

To
The Management
<XYZ Organization>

Subject: Incident no. <XYZ12345 Closure>

Dear Sir/Madam,

This is to inform you that the incident no. <XYZ12345> has been closed. Following are the details of the incident that can be disclosed to the respective stakeholders.

Incident Summary	
Incident Number:	<XYZ12345>
Incident Reported By:	
Date and Time of Incident Reported:	
Incident Description: (Including Incident Type and Impact)	
Incident Handled By:	
Actions Taken:	
Damage Caused:	
Recommendations:	
Closure Notes:	
Lessons Learned:	

(Note: The rows in the above table can vary depending on the respective stakeholder)

With Best Regards,

IH&R Authorized Personnel Name and Signature

Date