

[Date]

[Recipient Name]

[Recipient Title]

[Department/Organization Name]

Subject: Feedback Regarding Operational Resilience Following Incident [Incident Reference Number]

Dear [Recipient Name],

Following the recent operational incident involving [Brief Description of Incident] on [Date], we are conducting a formal review to evaluate our operational resilience and recovery procedures.

The purpose of this letter is to provide and request feedback regarding the effectiveness of our response during the disruption. Our internal assessment has highlighted the following areas:

- **Response Time:** [Insert feedback on how quickly the incident was identified and addressed].
- **Communication:** [Insert feedback on the clarity and frequency of updates during the incident].
- **Resource Allocation:** [Insert feedback on whether tools, staff, and systems were sufficient for recovery].
- **Process Effectiveness:** [Insert feedback on which business continuity protocols worked well or failed].

To further strengthen our resilience framework, we request your input on the following questions:

1. What were the primary challenges your team faced during the recovery phase?
2. Are there specific dependencies or vulnerabilities that were exposed during this event?
3. What improvements would you recommend for our future incident response plans?

Please provide your feedback by [Date] so that it may be included in the final Post-Incident Review (PIR) report. This information is vital for minimizing future risks and ensuring the continuity of our critical services.

Thank you for your cooperation and your commitment to our operational stability.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]