



[Your Company Letterhead]

MEMORANDUM

To: [Recipient's Name/Department]

From: [Your Name/Department]

Date: [Date]

Subject: Issue Alert: [Brief Description]

Dear [Recipient's Name/Department],

I am writing to bring to your attention an issue that requires immediate action. It has come to our notice that [briefly describe the issue and its impact].

We are actively working on resolving the situation and are committed to keeping you updated on any progress or additional instructions. In the meantime, we advise [provide any necessary instructions or precautions].

Your cooperation and understanding in this matter are greatly appreciated.

Sincerely,

[Your Name]

[Your Position/Department]

[Your Contact Information]