

Acknowledgement

[Organization name] has become aware of the fact that [what has happened].



Reassurance

We have mobilized our teams in order to gather more information about this / to resolve this issue/incident/crisis. You can be assured that we are doing everything we can to resolve this.



Recommendation

Based on the information we have right now, we recommend our [relevant stakeholders] do [desired action]. We strongly recommend that the public do [desired action] / Based on the information we have as of right now, nothing indicates that the public should be worried.

