

# BarkingMad Promotions

123 Your Street  
Your City, ST 12345  
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Barkingmadpromotions.co.uk/



**September 04, 20XX**

Ms. Ronny Reader  
123 Address St  
Anytown, ST 12345

## BarkingMad Promotions: Official Response to Incident Report

Dear [Entertainer/Performer's Full Name],

Thank you for submitting your report concerning the incident at [Event Name] on [Event Date]. BarkingMad Promotions is committed to maintaining a professional and safe environment for all individuals involved in our events, and we wish to assure you that your report is being treated with the utmost seriousness.

Below is a formal response outlining the measures we have undertaken following your submission and the subsequent steps we plan to take.

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### 1. Review of Incident Report

- **Date of Initial Report Submission:**  
[Insert date]
- **Date of Follow-Up Report (if applicable):**  
[Insert date]
- **Designated Case Manager:**  
[Insert name and position of the individual responsible for handling this report]

- **Summary of the Incident:**

[Provide a brief summary of the incident as reported]

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## 2. Actions Taken to Date

- **Immediate Actions Implemented:**

[Outline the actions taken so far, such as launching an investigation, issuing warnings, or engaging with the parties involved]

- **Ongoing Investigation or Future Steps:**

[Detail any ongoing processes or further actions anticipated, such as disciplinary proceedings, consultations, etc.]

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## 3. Support Provided to the Performer

- **Support Services Offered:**

(Yes/No)

- **Details of Support Provided:**

[Outline the support mechanisms offered, such as access to legal counsel, emotional support services, or security enhancements]

- **Additional Support Available:**

*(Yes/No – Specify the type of support available if applicable)*

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#### **4. Next Steps in the Process**

- **Is Further Action Required from the Performer?**

*(Yes/No – Specify any additional information or participation required)*

- **Estimated Timeline for Resolution:**

*[Provide a projected timeline for the resolution of the matter]*

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#### **5. Contact Details for Further Communication**

Should you require any additional information or clarification, please do not hesitate to contact us.

Your primary point of contact for this matter is as follows:

- **Designated Contact Person:** Ann
- **Email Address:** [Insert email]
- **Telephone Number:** [Insert phone number]

We will continue to monitor the situation closely and shall take all necessary measures to ensure the matter is dealt with in a timely and professional manner. Your safety and wellbeing are our priority, and we are committed to maintaining high standards of conduct at all events organised by BarkingMad Promotions.

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## 6. Additional Information or Comments

If you wish to provide any further information or have additional comments, please feel free to contact us directly at [email address] or by phone at [phone number]. We value your input and encourage open communication throughout this process.

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Thank you once again for your diligence in bringing this matter to our attention. We assure you that BarkingMad Promotions is committed to fostering a respectful and secure environment at all times.

**Yours sincerely,**

<p><i>Sign Here</i></p> <p>Date:</p>	<p><i>Sign Here</i></p> <p>Date:</p>
<p>Print Name Here + Any Stage Name</p>	<p>Mike Barker MikeyBee <b>BarkingMad Promotions</b></p>