[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Incident Response Regarding Ethical Hacking Test
I am writing to inform you about the recent ethical hacking assessment conducted on [date] at [location/systems tested]. This letter outlines the findings, actions taken, and recommended next steps to enhance our security posture.
1. **Incident Overview:**
 Brief description of the incident and the scope of the assessment.
2. **Findings:**
 - Vulnerability 1: [Description]
 - Vulnerability 2: [Description]
 - Vulnerability 3: [Description]
3. **Actions Taken:**
 - Immediate remediation steps implemented.
 - Alerts generated and monitored.
 - Review of logs and security measures initiated.
4. **Recommendations:**
 - Proposal for ongoing training for staff.
 - Implementation of additional security tools.
 - Regular schedule for future penetration tests.
5. **Next Steps:**
 - Schedule a follow-up meeting to discuss findings in detail.
 - Develop an action plan based on recommendations.
 - Continue monitoring and adjusting security measures.
Thank you for your attention to this important matter. Please feel free to reach out if you have any questions or need further information.
Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]