

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Incident Response Regarding Identified Vulnerabilities

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of identified vulnerabilities within our system that may have impacted your data and services.

Overview of the Incident:

- ****Incident Date:**** [Date of discovery]
- ****Nature of Vulnerability:**** [Brief description of the vulnerability]
- ****Systems Affected:**** [Specify systems or areas affected]

Immediate Actions Taken:

1. [Action taken to mitigate the vulnerability]
2. [Steps taken to secure the systems and protect data]
3. [Notification to any other affected parties]

Ongoing Efforts:

We are actively working on a comprehensive assessment to prevent future vulnerabilities. Our plans include:

- [Planned upgrades, patches, or improvements]
- [Implementation of additional security measures]
- [Regular audits and training measures]

What You Need to Know:

We encourage you to take the following actions:

- [Recommended actions for the recipient]
- [Information on support available]

Our Commitment:

At [Your Company], we take security seriously and are dedicated to protecting your data. We appreciate your understanding and cooperation as we work through these challenges.

If you have any questions or require assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]