

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Incident Response Notification

We are writing to inform you about a recent security incident that may have affected your data or systems. Our team at [Your Company] is committed to transparency and ensuring that you have all the information necessary regarding this matter.

****Incident Overview****

On [Incident Date], we identified [brief description of the incident, e.g., unauthorized access, data breach, etc.]. Upon detection, we immediately initiated our incident response plan, which included containment, eradication, and recovery efforts.

****Impact Assessment****

We have conducted a thorough investigation and have determined that [describe any affected data, systems, or services]. We have assessed that the potential impact on your data includes [describe potential impacts].

****Actions Taken****

We have taken the following steps in response to this incident:

1. [Action 1: e.g., containment measures]
2. [Action 2: e.g., system upgrades]
3. [Action 3: e.g., notification to law enforcement, if applicable]

****Further Mitigation Steps****

In addition to the immediate steps taken, we are implementing [describe any long-term measures or enhancements to security protocols].

****Recommendations for You****

We recommend that you [provide any specific steps that the recipient should take, e.g., monitor accounts, update passwords, etc.].

****Contact Information****

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

Thank you for your understanding and cooperation as we address this situation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]