

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Incident Report Regarding VNC Server  
Dear [Recipient's Name],  
I am writing to formally report an incident that occurred on the VNC server on [date of incident] at approximately [time].  
\*\*Incident Overview:\*\*  
- \*\*Type of Incident:\*\* [e.g., Unauthorized Access, Performance Issue, etc.]  
- \*\*Affected Systems:\*\* [Specify the VNC server details]  
- \*\*Duration of Incident:\*\* [Time duration]  
\*\*Description of the Incident:\*\*  
[Provide a detailed account of the incident including any actions taken, symptoms observed, and the impact on operations.]  
\*\*Immediate Actions Taken:\*\*  
[List the immediate steps taken to mitigate the incident or to investigate.]  
\*\*Recommendations for Future Prevention:\*\*  
[Suggest measures that could be implemented to prevent recurrence of the incident.]  
\*\*Summary:\*\*  
In conclusion, I recommend that a thorough investigation be conducted to fully understand the root cause of this incident. Please let me know if further information or assistance is required.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization]