

Incident Response Plan Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update to the Incident Response Plan

Dear [Recipient Name],

We are writing to inform you of the recent updates made to our Incident Response Plan (IRP). These changes are designed to enhance our response capabilities in the event of a security incident.

The key updates include:

- Updated contact information for the incident response team.
- New protocols for triaging incidents.
- Enhanced communication strategies for stakeholder updates.
- Revision of roles and responsibilities within the response team.

Please review the updated plan attached to this letter. We encourage you to familiarize yourself with the changes and provide any feedback by [Insert Feedback Deadline].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]