

Unauthorized Access Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Unauthorized Access Incident Report

Dear [Recipient's Name],

I am writing to formally report an incident of unauthorized access that occurred on [Insert Date of Incident]. During our routine security checks, it was discovered that unauthorized access was attempted on the following system(s):

- [System/Network Name]
- [System/Network Name]

Details of the incident:

- **Date and Time of Incident:** [Insert Date and Time]
- **Location:** [Insert Location]
- **IP Address or User ID involved:** [Insert Details]
- **Description of Access Attempt:** [Describe the nature of the access attempt]

We have taken immediate steps to secure the affected systems and are conducting a thorough investigation. The security team is reviewing logs and other evidence to determine the extent of the breach and prevent future incidents.

Please let me know if you require further information or if any additional actions need to be taken from our side.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]