Cybersecurity Incident Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Organization Name]

Subject: Notification of Cybersecurity Incident

Dear [Recipient Name],

We are writing to inform you of a cybersecurity incident that occurred on [date of incident]. Our organization has taken immediate steps to investigate and mitigate the impact of this incident. We have engaged cybersecurity experts to fully assess the situation.

Details of the incident:

- Incident Date: [Date]
- Type of Incident: [e.g., data breach, ransomware attack]
- Data Affected: [description of affected data]
- Current Status: [status of the investigation]

As a precaution, we recommend that you [specific actions the recipient should take, e.g., change passwords, monitor accounts].

We take this matter very seriously and are committed to protecting your information. We will provide updates as we learn more about the incident. If you have any questions, please contact us at [contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]
[Your Contact Information]