

# Cybersecurity Threat Report

**Date:** [Insert Date]

**To:** [Recipient's Name]

**From:** [Your Name]

**Subject:** Reporting a Cybersecurity Threat

Dear [Recipient's Name],

I am writing to report a potential cybersecurity threat that was observed on [Insert Date/Time]. The details are as follows:

## Incident Description:

[Describe the nature of the threat, e.g., phishing email, malware, unusual network activity, etc.]

## Potential Impact:

[Explain the possible consequences of the cybersecurity threat on company operations, data integrity, etc.]

## Actions Taken:

[Detail any immediate actions taken in response to the threat, e.g., informing IT, logging the incident, etc.]

## Recommendation:

[Suggest further actions, such as investigating the threat, notifying relevant authorities, etc.]

Thank you for addressing this matter promptly. Please let me know if you need any additional information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]