

Security Incident Alert

To: IT Support Team

From: [Your Name]

Date: [Date]

Subject: Urgent Security Incident Notification

Dear IT Support Team,

I am writing to inform you of a potential security incident that has come to my attention.

Incident Details:

- **Date and Time of Incident:** [Date and Time]
- **Location:** [Location]
- **Description of Incident:** [Brief Description]
- **Severity Level:** [Low/Medium/High]

Immediate Actions Taken:

- [Action 1]
- [Action 2]

Please investigate this matter at your earliest convenience and advise on any further actions required from my side.

Thank you for your prompt attention to this issue.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]