

Vendor Incident Response Communication

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Incident Response Required - [Brief Description of the Incident]

Dear [Recipient's Name],

We are writing to inform you of a critical incident that has occurred involving our partnership. On [insert date of the incident], we identified [briefly describe the nature of the incident, e.g., a data breach, service outage, etc.]. This situation may potentially impact our operations, customer data, and overall security protocols.

As our trusted vendor, it is essential that we work together to address this matter promptly. We request your immediate attention to the following actions:

1. Investigate the incident and determine the root cause.
2. Provide a report of your findings by [insert deadline].
3. Outline the steps you will take to mitigate this issue and prevent future occurrences.
4. Communicate regularly with our team during your investigation.

We appreciate your cooperation and prompt response to this urgent matter. Please contact me directly at [your phone number] or [your email] if you have any questions or require further information.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]