

# Vendor Data Breach Response Plan

**Date:** [Insert Date]

**To:** [Insert Vendor Name]

**From:** [Your Company Name]

**Subject:** Data Breach Response Notification

Dear [Vendor Contact Name],

We are writing to inform you of a potential data breach that may involve the personal and sensitive information managed by your organization. In accordance with our data breach response plan, we request your immediate cooperation in addressing this issue.

## Incident Overview

[Provide brief description of the incident, including the date, type of data involved, and how the breach was identified.]

## Immediate Actions Required

1. Notify your IT security team and initiate a breach investigation.
2. Assess the scope of the breach and identify the affected data.
3. Provide us with a detailed report of your findings, including the timeline of events.

## Future Preventive Measures

We would also like to understand what measures you plan to implement to prevent future breaches and how we can support you in this process.

## Contact Information

For any questions or further discussions regarding this incident, please reach out to:

**Name:** [Your Contact Name]

**Email:** [Your Contact Email]

**Phone:** [Your Contact Phone]

Thank you for your immediate attention to this critical matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]