

Cybersecurity Incident Response Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Cybersecurity Incident Response

Dear [Recipient's Name],

We are writing to provide you with an update regarding the recent cybersecurity incident that affected our organization on [Insert Incident Date].

Incident Overview

The incident involved [brief description of the incident, e.g., "unauthorized access to our network" or "a malware attack"]. We first detected the issue on [Insert Detection Date].

Status Update

Since the incident was discovered, our cybersecurity team has taken the following actions:

- [Action 1: e.g., "Isolated affected systems"]
- [Action 2: e.g., "Launched a full investigation"]
- [Action 3: e.g., "Implemented additional security measures"]

Current Findings

As of now, our preliminary findings indicate that [insert any relevant findings or conclusions].

Next Steps

Looking ahead, we will be focusing on the following:

- [Next Step 1: e.g., "Complete the investigation by [insert date]"]
- [Next Step 2: e.g., "Enhance employee training on cybersecurity best practices"]
- [Next Step 3: e.g., "Review our security policies"]

Your safety and security are our top priorities. We appreciate your understanding and support as we navigate this situation. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]