

Cybersecurity Service Request for Incident Response Planning

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

Dear [Recipient's Name],

I am writing to formally request cybersecurity services focused on incident response planning for [Your Company Name]. Given the increasing threat landscape, we recognize the need to enhance our preparedness and resilience against potential cyber incidents.

We are particularly interested in the following services:

- Development of an incident response plan tailored to our organization
- Training sessions for our team on incident response protocols
- Regular testing and simulation of incident response procedures
- Post-incident review processes to improve our response strategies

Please provide us with a detailed proposal outlining the scope of services, timelines, and associated costs. We are eager to initiate this important process and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]