

# Cybersecurity Incident Response Agreement

**Date:** [Insert Date]

**From:**

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**To:**

[Recipient's Name]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to present this Cybersecurity Incident Response Agreement (the "Agreement") that outlines the terms under which [Your Company Name] will provide cybersecurity incident response services to [Recipient's Company Name].

## 1. Purpose

The purpose of this Agreement is to establish a clear framework for the response to any cybersecurity incidents that may affect [Recipient's Company Name].

## 2. Scope of Services

[Your Company Name] will provide the following services:

- Incident identification and assessment
- Containment strategies
- Remediation and recovery steps
- Post-incident analysis and reporting

## 3. Responsibilities

Both parties agree to fulfill the responsibilities outlined in this Agreement to ensure a coordinated response to incidents.

## 4. Confidentiality

Both parties agree to maintain the confidentiality of information exchanged during the incident response process.

## **5. Term and Termination**

This Agreement shall commence on the date above and continue until terminated by either party with [Insert notice period].

We look forward to working with you to ensure a robust response to any cybersecurity incidents. Please sign below to indicate your acceptance of this Agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

**Accepted by:**

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

Signature: \_\_\_\_\_

Date: \_\_\_\_\_