

# Incident Acknowledgment Letter

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally acknowledge the security breach incident that occurred on [Insert Incident Date]. We take this matter very seriously and are committed to protecting our stakeholders.

We are currently investigating the extent of the breach and are taking immediate steps to mitigate any potential risks. Our team is working diligently to ensure that appropriate measures are implemented to prevent future occurrences.

We appreciate your understanding and cooperation during this time. Should you have any questions or require further information, please feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]