

Cyber Event Response Summary

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Sender's Name]

Subject: Summary of Cyber Event Response

Event Overview

On [Insert Date of Cyber Event], our organization experienced a cyber incident involving [brief description of the event]. The incident was classified as [type of cyber incident].

Immediate Actions Taken

- [Action 1: Description]
- [Action 2: Description]
- [Action 3: Description]

Impact Assessment

The following impacts were identified as a result of the cyber event:

- [Impact 1: Description]
- [Impact 2: Description]
- [Impact 3: Description]

Mitigation Measures

To prevent future incidents, the following measures will be implemented:

- [Mitigation Measure 1: Description]
- [Mitigation Measure 2: Description]
- [Mitigation Measure 3: Description]

Claim Submission

Based on the assessment and actions taken, we are submitting a claim for the losses incurred as a result of this incident. Please find attached the necessary documentation to support our claim.

Conclusion

We appreciate your attention to this matter and look forward to your prompt response regarding our claim.

Best regards,

[Your Name]

[Your Position]

[Your Organization]