

# Cyber Incident Loss Assessment

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of the recent cyber incident that targeted our systems, which has prompted a thorough loss assessment. The incident occurred on [Insert Date of Incident], and we are currently evaluating its impact on our operations and data security.

The following key points outline our preliminary evaluation:

- **Incident Description:** [Brief description of the incident]
- **Data Compromised:** [Types of data affected]
- **Operational Impact:** [Description of operational disruptions]
- **Estimated Financial Loss:** [Estimated dollar amount]

We have engaged with IT security professionals to assist us in the assessment and recovery process. Our priority is to ensure the integrity of our systems and to prevent future incidents.

Please let us know if you require any further information or if there are specific details you would like us to address in our follow-up report.

Thank you for your understanding and support during this critical time.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]