

# Cyber Incident Overview

Date: [Insert Date]

To: [Insurer's Name]

From: [Your Company Name]

Policy Number: [Insert Policy Number]

## Incident Overview

We are writing to provide an overview of a recent cyber incident that occurred on [insert date of incident]. The details are as follows:

- **Type of Incident:** [Describe type e.g., Data Breach, Ransomware Attack]
- **Impact:** [Briefly describe the impact on operations, data, etc.]
- **Detection Date:** [Insert date incident was detected]
- **Actions Taken:** [Outline the immediate actions taken to mitigate the incident]
- **Current Status:** [Describe current status and any ongoing investigations]

## Next Steps

We are committed to addressing this incident responsibly and will keep you updated on our progress. Please let us know if you require any additional information or documentation.

## Contact Information

If you have any questions, please contact:

**Name:** [Your Name]

**Title:** [Your Title]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]