

# Incident Response Communication Letter

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Incident Response Communication Strategy

Dear [Recipient Name],

In light of the recent incident that occurred on [insert date of incident], we are implementing a communication strategy to ensure all stakeholders are informed and updated as necessary.

## Objectives

- Provide timely updates on the situation.
- Maintain transparency throughout the incident management process.
- Ensure that all communications are clear and consistent.

## Key Messages

We will focus on the following key messages:

- Nature and impact of the incident.
- Actions taken to mitigate the situation.
- Next steps and expected timelines for resolution.

## Stakeholder Engagement

We will engage with the following stakeholders:

- Internal teams: [List teams]
- External partners: [List partners]
- Customers: [Outline communication method]

## Communication Channels

Updates will be communicated through:

- Email notifications
- Dedicated incident webpage

- Regular briefings/updates

## **Timeline**

Initial updates will be provided by [insert date/time], with further communications scheduled as needed.

We appreciate your understanding and cooperation during this time. Should you have any questions or require further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]