Cooperation Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to you following a recent security incident that has occurred on [Date of Incident] involving [Brief Description of the Incident].

In our effort to thoroughly investigate this matter and prevent future occurrences, we believe that your cooperation is crucial. We kindly request your assistance in providing us with the following information:

- [Specific information/assistance needed]
- [Specific information/assistance needed]
- [Specific information/assistance needed]

We value your collaboration and assure you that all information shared will be handled with the utmost confidentiality. Please let us know a convenient time for us to discuss this matter further.

Thank you for your attention and support. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]