

Follow-Up on Security Incident Investigation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Follow-Up on Security Incident Investigation

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the recent security incident that occurred on [Insert Date of Incident]. Our investigation is currently in progress, and we want to ensure that you are kept informed of our findings and actions being taken.

As of today, we have conducted the following actions:

- [Action 1]
- [Action 2]
- [Action 3]

We expect to complete the investigation by [Insert Expected Completion Date], and we will provide a detailed report outlining our findings and recommendations at that time.

If you have any questions or require further information in the meantime, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]