

Incident Response Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Company Name]

Subject: Notification of Cyber Security Incident

Dear [Recipient Name],

We regret to inform you that a cyber security incident has been detected that may affect your data and operations. Our team is currently working diligently to address the situation and investigate the extent of the incident.

Details of the Incident:

- **Date and Time of Detection:** [Insert Detection Date and Time]
- **Nature of the Incident:** [Insert Nature of Incident]
- **Impacted Systems:** [List Any Affected Systems]
- **Data Potentially Compromised:** [Describe Any Compromised Data]

We have initiated our Incident Response Plan which includes:

1. Containment and eradication of the threat.
2. Assessment of the impact on data and systems.
3. Notification to affected individuals and regulatory bodies as required.
4. Implementation of enhanced security measures to prevent future incidents.

Your safety and the protection of your information is our top priority. We will keep you updated as we work through this incident and provide additional information as it becomes available.

If you have any questions, please do not hesitate to reach out to us at [Insert Contact Information].

We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]