

Threat Response Documentation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Response to Threat Notification

Dear [Recipient Name],

This letter serves as an official response to the threat notification received on [insert date]. We have taken this matter seriously and have initiated a thorough investigation.

Summary of the Threat:

- Type of threat: [Describe the nature of the threat]
- Date received: [Insert date]
- Threat level assessment: [Low/Medium/High]

Actions Taken:

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

Further Recommendations:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We take all threats seriously and will continue to monitor the situation closely. Should you require any additional information or have further concerns, please do not hesitate to contact me directly at [your contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]