

Cybersecurity Incident Notification

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Company Name]

Subject: Notification of Cybersecurity Incident

Dear [Stakeholder Name],

We are writing to inform you of a cybersecurity incident that has affected our organization. On [insert date of incident], we detected unauthorized access to our systems, which may have compromised sensitive information.

We are currently investigating the incident and have taken immediate steps to contain the situation. Our team is working diligently to ensure the integrity and security of our systems. We have also engaged with cybersecurity experts to assist us in this process.

At this time, we are taking the following actions:

- Secured all affected systems.
- Conducting a thorough investigation to assess the impact.
- Notifying law enforcement and relevant authorities.
- Implementing additional security measures to prevent future incidents.

Please be assured that we are committed to protecting your interests and will keep you updated as more information becomes available. If you have any questions or concerns, feel free to reach out to us at [insert contact information].

Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]