

Subject: Cybersecurity Incident Response Notification

Date: [Insert Date]

[Regulatory Body Name]

[Regulatory Body Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We wish to inform you of a recent cybersecurity incident that has affected our organization, [Organization Name]. This letter serves as our formal notification to you, as per compliance with relevant regulatory requirements.

Incident Summary

On [Date of Incident], we detected unauthorized access to our systems. The investigation is ongoing, but we have confirmed that [brief description of the data affected].

Incident Response Actions

Upon detection of the incident, we initiated our incident response plan which includes:

- Immediate containment of the threat
- Assessment of the security breach
- Notification of affected individuals
- Collaboration with law enforcement and cybersecurity experts
- Implementation of enhanced security measures

Next Steps

We are committed to ensuring the security of our systems and data. We will keep you updated regarding the progress of our investigation and any further actions we will take to mitigate this incident.

Contact Information

If you require further information or have any questions, please do not hesitate to contact us at:

Email: [Contact Email]

Phone: [Contact Phone Number]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]