

Notification of Firewall Configuration Update

Date: [Insert Date]

To: [Team/Department Name]

From: [Your Name / Position]

Subject: Firewall Configuration Update for Incident Response Readiness

Dear [Team/Department Name],

As part of our ongoing commitment to enhancing our incident response capabilities, we will be implementing an update to our firewall configuration on [Insert Date/Time]. This update is critical to ensure our network security posture remains robust against emerging threats.

The following changes will be made:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

We anticipate that the update will take approximately [Insert Duration]. During this time, there may be temporary service interruptions. We appreciate your understanding and cooperation.

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

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]