

# Incident Report Follow-Up on Security Breaches

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Incident Report Regarding Security Breach

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the incident report submitted on [Insert Date of Incident] concerning the recent security breach that occurred at [Insert Location/Department].

As per our initial findings, the breach involved [briefly describe the nature of the breach]. Since the submission of the report, we have undertaken the following actions:

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

We are currently in the process of [describe any ongoing investigations or measures being taken]. Furthermore, I would like to remind you of the importance of complying with our security protocols to prevent such incidents in the future.

Please let me know if you require any further information or clarification regarding the incident or our response actions. I appreciate your attention to this matter and look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]