

# Cybersecurity Incident Alert

Date: [Insert Date]

Dear Stakeholders,

We are writing to inform you of a cybersecurity incident that has been identified within our organization. This incident was detected on [insert detection date] and involves [brief description of the incident].

Our IT and security teams are currently assessing the impact and are taking immediate steps to contain the incident. We are committed to maintaining the security of your information and will keep you informed of any developments as we work to resolve the situation.

In the meantime, we advise you to [insert any recommended actions for stakeholders, e.g., "monitor your accounts for unusual activity" or "change your passwords"].

If you have any questions or need further information, please do not hesitate to contact us at [insert contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]