

# Incident Response Communication Strategy

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Incident Response Communication Plan

Dear [Recipient Name],

We are writing to inform you of the measures in place regarding our incident response communication strategy following the recent incident that occurred on [Insert Incident Date]. Our primary goal is to ensure transparency and timely communication as we address the situation.

## Communication Objectives

- Provide accurate and timely information to all stakeholders.
- Maintain trust and confidence during the incident response.
- Ensure that all communications are consistent and coordinated.

## Key Messages

Our response team is actively investigating the incident, and we will provide updates as new information becomes available.

## Stakeholder Communication Plan

1. **Internal Teams:** Regular updates through email every [Insert Frequency].
2. **External Stakeholders:** Press releases as needed and updates on the company website.
3. **Customer Communication:** Notifications via email and social media platforms.

## Contact Information

If you have any questions or require further information, please contact [Insert Contact Person's Name] at [Insert Contact Email] or [Insert Contact Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]