

Incident Response Protocol Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Incident Response Protocol Activation

Dear [Recipient's Name],

This letter serves to inform you that an incident has occurred that requires immediate attention and activation of the Incident Response Protocol as outlined in our policy guidelines.

Details of the incident are as follows:

- **Incident Type:** [Type of Incident]
- **Date and Time of Incident:** [Insert Date and Time]
- **Description:** [Brief description of the incident]
- **Impact:** [Describe impacted systems, processes, etc.]

Our incident response team is currently assessing the situation and will implement the necessary measures to mitigate any potential impact. We are committed to transparency and will keep you updated throughout the process.

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.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]