

Incident Response Status Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Incident Response Status Update regarding [Incident Description]

Dear [Recipient Name],

We are writing to provide you with an update on the incident that occurred on [Date of Incident]. Below is a summary of the current status of the response efforts:

Incident Overview

[Brief description of the incident, including timeline and impact]

Status Update

- **Current Status:** [Describe current status of the incident response]
- **Actions Taken:** [List actions taken so far]
- **Next Steps:** [Outline next steps to be taken]
- **Estimated Resolution Time:** [Provide estimate if available]

Additional Information

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

Thank you for your understanding and support as we work to resolve this incident.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]