

Incident Alert

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Incident Alert: Cybersecurity Breach Detected

Dear [Recipient's Name],

We are writing to inform you about a recent cybersecurity incident that has been detected within our systems. On [insert date], we identified unauthorized access to our network that may have compromised sensitive information.

Immediate actions are being taken to mitigate the breach, including:

- Isolation of affected systems
- Investigation of the breach
- Enhanced monitoring of our network
- Collaboration with cybersecurity experts

We take this incident very seriously and understand the importance of safeguarding your information. At this time, we recommend that you follow these steps:

1. Change your passwords for all accounts linked to our services.
2. Monitor your accounts for any suspicious activity.
3. Report any concerns directly to our support team.

We will keep you updated as we learn more about the situation and take all necessary precautions to secure our systems. Your security and trust are our top priorities.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]