

Litigation Readiness Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Litigation Readiness Following Cybersecurity Breach

Dear [Recipient's Name],

We are writing to formally notify you of our current status regarding litigation readiness in light of the recent cybersecurity breach incident that occurred on [Insert Date of Breach]. As a valued stakeholder, it's crucial for you to be informed about the steps we are taking to prepare for potential legal implications.

Key details of the incident:

- Date of Breach: [Insert Date]
- Nature of Breach: [Insert Brief Description]
- Data Compromised: [Insert Description of Compromised Data]

In response to this incident, we have taken the following actions:

- Engaged legal counsel to advise on potential liabilities.
- Initiated a forensic investigation to determine the extent of the breach.
- Documented all communications and actions taken in response to the incident.
- Coordinated with relevant law enforcement agencies.

We believe it is essential to maintain a proactive approach to safeguard our interests and ensure compliance with applicable laws and regulations. Therefore, we advise all parties involved to refrain from discussing or disclosing any information about this incident without proper legal guidance.

We appreciate your cooperation during this time as we navigate these complex issues. If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]