

Cybersecurity Incident Response Engagement Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Law Enforcement Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally engage your agency regarding a recent cybersecurity incident that has affected our organization, [Your Company's Name]. This incident was identified on [insert date of incident detection], and we are committed to a thorough investigation in cooperation with law enforcement.

Details of the Incident:

- **Date of Incident:** [Insert Date]
- **Description:** [Brief description of the incident]
- **Impacted Systems:** [List of affected systems or data]

We believe that collaboration with your agency is crucial in addressing this matter effectively and mitigating any further risks associated with the incident. We request your assistance in the following areas:

- Guidance on legal obligations and next steps.
- Support in identifying potential perpetrators.
- Collaboration on evidence preservation and collection.

We have set up a dedicated point of contact for this matter:

Contact Name: [Your Name]

Contact Title: [Your Title]

Email: [Your Email]

Phone: [Your Phone Number]

We appreciate your prompt attention to this matter and look forward to working collaboratively on this cybersecurity incident. Please let us know a convenient time for an initial meeting to discuss our next steps.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]