

# Cybersecurity Incident Response Notification

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Company Name]

Subject: Notification of Cybersecurity Incident

Dear [Stakeholder Name],

We are writing to inform you of a cybersecurity incident that has recently come to our attention. On [incident date], we detected [brief description of the incident, e.g., unauthorized access, data breach] affecting our systems.

Our initial investigation indicates that [details about the incident, e.g., specific systems affected, type of data potentially compromised]. We are actively working with cybersecurity experts to evaluate the extent of this incident and to ensure that appropriate measures are taken to mitigate any impact.

Your security and trust are our top priorities. We are committed to keeping you informed as we gather more information. We recommend that you take the following precautions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

We apologize for any inconvenience this may cause and appreciate your understanding as we navigate this situation. Please feel free to reach out to us at [contact information] should you have any questions or require further assistance.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]