

# Cybersecurity Incident Response Status Update

Date: [Insert Date]

To: [Insert Recipient's Name/Position]

From: [Insert Sender's Name/Position]

Subject: Update on Cybersecurity Incident Response

## Incident Overview

We would like to provide you with an update regarding the cybersecurity incident reported on [Insert Incident Date]. Our team has been actively engaged in responding to the situation, and we are committed to keeping you informed throughout the process.

## Current Status

- **Incident Description:** [Brief description of the incident]
- **Date of Detection:** [Insert date]
- **Actions Taken:** [List of actions taken so far]
- **Status:** [Current status--e.g., containment, eradication, recovery]

## Next Steps

Moving forward, our team will be taking the following actions:

- [Next step 1]
- [Next step 2]
- [Next step 3]

## Impact Assessment

Currently, we are assessing the impact of the incident on our systems and data. Preliminary assessments indicate that [Insert brief assessment details]. We will continue to monitor the situation closely.

## Contact Information

If you have any questions or need further clarification, please do not hesitate to reach out to me at [Insert Contact Email/Phone].

Thank you for your attention to this matter. We will provide further updates as new information becomes available.

Sincerely,

[Insert Sender's Name]

[Insert Sender's Position]

[Insert Company Name]