

To: The Executive Board

From: [Name/Title of Chief Information Security Officer]

Date: [Date]

Subject: URGENT: Cybersecurity Threat Advisory - [Threat Name/Category]

1. Executive Summary

This advisory is to inform the Board of a significant cybersecurity threat currently targeting [Industry Name] or specifically identified within our internal monitoring systems. This situation requires immediate awareness and high-level oversight.

2. Nature of the Threat

Threat Type: [e.g., Ransomware, Zero-day Vulnerability, Phishing Campaign]

Description: [Brief explanation of how the threat works and the specific actor involved, if known.]

3. Potential Business Impact

- **Operational:** [Potential for system downtime or service interruption]
- **Financial:** [Estimated costs related to recovery, fines, or loss of revenue]
- **Reputational:** [Impact on brand trust and customer confidence]
- **Legal:** [Compliance or regulatory implications]

4. Current Mitigation Strategy

The security team has initiated the following response protocols:

- [Action 1: e.g., Patching critical servers]
- [Action 2: e.g., Increasing monitoring of external traffic]
- [Action 3: e.g., Employee awareness alerts]

5. Recommended Board Actions

We request the Board to support the following measures:

- Approval for emergency resource allocation if necessary.
- Acknowledgement of the increased risk profile for the current fiscal period.
- [Additional specific request].

6. Next Steps

A detailed technical briefing will be provided on [Date/Time]. We will continue to monitor the situation and provide updates as the status changes.

Sincerely,

[Signature]

[Name]

[Title]