

URGENT: CYBERSECURITY THREAT ADVISORY

Date: [Insert Date]

To: [Vendor Contact Name/Security Team]

Company: [Vendor Name]

Subject: Notification of Potential Cybersecurity Threat - [Threat Name/Reference Number]

Dear [Contact Name],

This letter serves as an official advisory regarding a cybersecurity threat that may impact the services or data integrity provided by [Vendor Name] to [Your Company Name].

Threat Overview:

[Provide a brief description of the vulnerability, malware, or exploit identified, e.g., CVE-202X-XXXX].

Impact Assessment:

We have identified that this threat may affect the following systems/services: [List specific services or software].

Required Actions:

We request that your security team performs the following actions immediately:

- Confirm whether [Vendor Name] systems or our data are affected by this threat.
- Provide details on any patches, updates, or mitigation steps currently implemented.
- Supply a timeline for full remediation if a vulnerability is confirmed.
- Verify if any unauthorized access or data exfiltration has been detected.

Please provide a formal response to this advisory by [Insert Date/Time] to [Your Contact Email/Security Portal].

We appreciate your immediate attention to this matter to ensure the continued security of our partnership.

Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]