

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Law Enforcement Agency Name]

[Attn: Cybercrime Division/Digital Forensics Unit]

[Agency Address]

[City, State, Zip Code]

Subject: Formal Report of Cybercrime and Data Breach

Dear Officer/Agent in Charge,

I am writing to formally report a cybercrime incident and data breach involving [Organization Name or Individual Name].

Incident Overview:

- **Date of Discovery:** [Date]
- **Estimated Date of Occurrence:** [Date]
- **Type of Incident:** [e.g., Ransomware, Unauthorized Access, Phishing, DDoS]
- **Systems Affected:** [Briefly list servers, databases, or devices]

Description of Incident:

[Provide a clear, chronological description of how the breach was discovered and the nature of the unauthorized activity.]

Data Compromised:

[List the types of data involved, such as Personal Identifiable Information (PII), financial records, or intellectual property.]

Technical Evidence:

[List any preserved evidence such as IP addresses of attackers, system logs, malicious files, or ransom notes.]

Action Taken:

[Describe immediate steps taken to contain the breach and whether third-party cybersecurity experts have been engaged.]

Contact Person:

[Name and title of the person law enforcement should coordinate with regarding this investigation.]

I request that this report be filed and investigated. We are prepared to cooperate fully with your agency and provide any digital evidence necessary for your inquiry.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]