

DATE: [Insert Date]

TO: The Executive Board of Directors

FROM: [Your Name/Title]

SUBJECT: URGENT: Executive Escalation Regarding [Incident Reference Name/ID]

Dear Members of the Board,

This letter serves as a formal notification and escalation regarding a critical incident that has occurred within [Department/Organization Name]. Due to the severity and potential impact on [Company Name]'s operations, reputation, and financial standing, this matter requires immediate executive oversight.

1. Incident Overview:

On [Date of Incident], the following event occurred: [Brief, factual description of the incident].

2. Impact Assessment:

The incident has resulted in, or poses a significant risk to:

- [Impact 1: e.g., Financial loss, data breach, legal liability]
- [Impact 2: e.g., Disruption of core services]
- [Impact 3: e.g., Brand and stakeholder reputation]

3. Current Mitigation Status:

To date, the following actions have been taken: [Briefly list steps taken by management]. Despite these efforts, the incident remains [unresolved/critical] because [reason for escalation].

4. Required Action/Decision:

We are requesting the Board's immediate intervention regarding:

- [Request 1: e.g., Emergency funding approval]
- [Request 2: e.g., Authorization for external legal counsel]
- [Request 3: e.g., Strategic guidance on public disclosure]

5. Timeline:

A response or decision is requested by [Date/Time] to prevent further escalation of the situation.

The management team is prepared to provide a full briefing at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]