

[Your Organization Name]
[Your Organization Address]
[City, State, Zip Code]
[Date]

[Name of Financial Regulatory Authority]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Notice of Cybersecurity Incident / Data Breach Report

Dear [Contact Person or Department],

We are writing to formally notify [Financial Authority Name] of a recent cybersecurity incident involving [Your Organization Name], in accordance with [Applicable Regulation/Law Name].

1. Nature of the Incident:

On [Date of Discovery], our security team identified unauthorized access to [describe systems, e.g., customer database, payment server]. The incident appears to be a [describe type, e.g., ransomware attack, unauthorized intrusion, phishing compromise].

2. Date and Duration:

The incident is estimated to have occurred between [Start Date] and [End Date/Discovery Date].

3. Information Compromised:

Based on our current investigation, the following types of data may have been accessed or exfiltrated:

- [e.g., Customer Names and Addresses]
- [e.g., Bank Account Numbers/Financial Details]
- [e.g., Tax Identification Numbers]

4. Impacted Individuals:

Approximately [Number] individuals have been affected by this breach. [Specify if they are residents of a specific jurisdiction].

5. Remediation Steps Taken:

Upon discovery, we immediately took the following actions:

- [e.g., Isolated affected servers and secured the perimeter]
- [e.g., Engaged a third-party forensic firm]
- [e.g., Reset all administrative credentials]
- [e.g., Notified law enforcement/FBI]

6. Future Actions:

We are currently [e.g., preparing notification letters for affected customers / offering credit

monitoring services]. We are also implementing [e.g., enhanced multi-factor authentication] to prevent future occurrences.

7. Contact Information:

Our designated point of contact for this matter is:

Name: [Name of Contact]

Title: [e.g., Chief Information Security Officer]

Phone: [Phone Number]

Email: [Email Address]

We will provide further updates as the forensic investigation progresses.

Sincerely,

[Signature]

[Printed Name]

[Title]