

[Date]

[Recipient Name/Department]

[Law Enforcement Agency Name]

[Street Address]

[City, State, Zip Code]

RE: OFFICIAL NOTIFICATION OF CYBER CRIME / INCIDENT REPORT

To the Cyber Crime Division,

This letter is to formally notify your department of a cyber-related criminal incident involving [Name of Individual or Organization].

Incident Details:

- **Type of Incident:** [e.g., Ransomware, Phishing, Unauthorized Access, Identity Theft]
- **Date and Time of Discovery:** [Date and Time]
- **Systems Affected:** [Description of hardware, software, or accounts]
- **IP Addresses/Domains involved:** [List known malicious addresses]

Description of Incident:

[Provide a brief, factual summary of what happened, how it was detected, and any immediate actions taken to mitigate the damage.]

Potential Impact:

[Describe what data was compromised, such as personal identifiable information (PII), financial records, or intellectual property.]

Evidence Preserved:

[List any logs, emails, screenshots, or system backups that have been secured for investigation.]

We are available to cooperate fully with any subsequent investigation. Please let us know the assigned case number and if any further documentation is required.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

[Your Phone Number]

[Your Email Address]