

[Sender Name]  
[Title]  
[Organization Name]  
[Date]

[Recipient Name]  
[Title]  
[Recipient Organization]

Subject: Response to Information Security and Cybersecurity Inquiry

Dear [Recipient Name],

Thank you for your inquiry regarding [Organization Name]'s information security practices and cybersecurity posture. We understand the importance of data protection and are committed to maintaining a secure environment for our clients and partners.

In response to your request, please find the following information and attached documentation:

- **Security Framework:** Our security program is aligned with [e.g., ISO 27001, NIST, SOC2] standards.
- **Data Encryption:** We employ industry-standard encryption for data both at rest and in transit.
- **Access Control:** We enforce strict Identity and Access Management (IAM) policies, including Multi-Factor Authentication (MFA).
- **Incident Response:** We maintain a formal Incident Response Plan (IRP) that is tested annually.
- **Compliance:** [Organization Name] is compliant with [e.g., GDPR, HIPAA, PCI-DSS] regulations.

Attached to this letter, you will find our latest [Security Overview Document / Compliance Summary / SOC Report]. Please note that some detailed technical configurations are kept confidential to maintain the integrity of our security systems.

If you require further clarification or wish to schedule a technical review, please contact our security team at [Email Address] or [Phone Number].

Sincerely,

[Signature]  
[Sender Name]  
[Title]