

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

[Vendor Name]
[Vendor Contact Person]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Data Security Incident and Request for Information

Dear [Contact Name],

We are writing to you regarding a data security incident involving [Vendor Name] that may have impacted [Your Company Name]'s data. Based on our current information, we understand that an incident occurred on or about [Date of Incident].

To help us assess the risk to our organization and fulfill our legal obligations, please provide written answers to the following questions by [Deadline Date]:

- What was the nature of the incident (e.g., ransomware, unauthorized access, misconfiguration)?
- On what date was the breach discovered, and what is the estimated duration of the unauthorized access?
- What specific types of our data were involved (e.g., PII, financial records, login credentials)?
- How many records related to our organization were impacted?
- What steps have been taken to contain the breach and secure your systems?
- Have law enforcement or regulatory bodies been notified?
- What measures are being implemented to prevent a recurrence?

Please provide a copy of the forensic investigation report or an executive summary once it becomes available. We also request a direct point of contact for technical and legal coordination moving forward.

We expect [Vendor Name] to take all necessary steps to protect our data and comply with all applicable data breach notification laws. We reserve all rights under our existing service agreement.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email Address]