

Date: [Insert Date]

Reference Number: [Insert Case ID/Reference]

To:

[Recipient Name/Organization]

[Recipient Department]

[Address Line 1]

[City, State, Zip Code]

Subject: Formal Notification of Digital Forensics and Cyber Investigation

Dear [Recipient Name],

This letter serves as formal notification that [Your Company/Organization Name] is initiating a digital forensic investigation regarding [Briefly state incident, e.g., unauthorized access, data breach, or policy violation] identified on [Date of Incident].

1. Scope of Investigation

The investigation will encompass the following assets and systems:

- [List specific hardware, e.g., Laptop Serial #]
- [List specific accounts, e.g., Email or Cloud Storage]
- [List network segments or IP addresses]

2. Evidence Preservation

In accordance with forensic best practices, we request the immediate preservation of all electronic data, logs, and metadata associated with the aforementioned systems. Please ensure that no automated deletion, rotation of logs, or overwriting of data occurs until further notice.

3. Investigative Authority

The investigation will be conducted by [Name of Lead Investigator or Firm]. They are authorized to perform disk imaging, memory capture, and network traffic analysis. All procedures will maintain a strict Chain of Custody to ensure the integrity of the findings for potential legal or regulatory proceedings.

4. Confidentiality

Information regarding this investigation is strictly confidential. Involved parties are instructed not to disclose details of this inquiry to unauthorized personnel to prevent the compromise of evidence or ongoing security measures.

Please acknowledge receipt of this letter and confirm that preservation steps have been implemented by [Insert Deadline Date/Time].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]
[Organization Name]