

**<Company Name>**

**Cyber Security Team Blue Team XX**

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*<Company Name> Cyber Security Team*

*<Company Location>*

<Recipient>

NECCDC

<Recipient Location>

**February X, 2024**

Dear <Recipient>,

Below, you will see our report regarding a recent request # made to our team.

<Summary “We were asked to … In response, we completed…”>

Thank you,

Blue Team XX

| Executive Summary  Sample: The original task was to complete X for the purpose of Y. After working on the request, our team was able to complete [a subset] [all] [none] of the task. |
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| Assets Affected   1. Sample: <hostname possibly> (IP: X.X.X.X) 2. Sample: <hostname possibly>(IP: X.X.X.X) 3. Sample: Network name |
| Fulfilled Tasks  <Break down your tasks. What sub steps were taken>   1. Sample: We had installed [X service name] on machine 1 2. Sample: We had made changes to the firewall on machine 2 that would block the FTP port. |
| In Progress Tasks   1. Sample: We were not able to complete the installation of the 100GB machine onto machine 1 because of storage constraints. The system can only handle 20GB and so this would overload the system. |
| Steps to complete in-progress tasks   1. Sample: If we were allocated additional time, we would have created and mounted an additional logical volume that could handle this 100GB machine so machine 1 could in fact utilize the machine. |
| Next Steps   1. Sample: Please notify your development team that they will not be able to log into their systems without Multi-factor authentication enabled starting from 5 pm on the date of this communication. |
| Supporting Artifacts   1. Sample: Please notify your development team that they will not be able to log into their systems without Multi-factor authentication enabled starting from 5 pm on the date of this communication. |