Dear [Sender’s Name],

Thank you for bringing this to our attention. We understand the critical nature of having a robust incident response policy in place. Our team has worked diligently to draft both the incident response policy and the incident response form as per your requirements.

**INCIDENT RESPONSE POLICY:**

[Include the incident response policy document here. Provide details on the key steps to be taken during a security incident, including the roles and responsibilities of team members, communication protocols, and escalation procedures.]

**INCIDENT RESPONSE FORM:**

Date and Time of Incident:  
[Provide space for the date and time of the incident to be recorded.]

Type of Incident (Malware, Breach, Other):  
[Dropdown or checkbox options for selecting the type of incident.]

Description of Incident:  
[Text box for a detailed description of the indident.]

Attack Vector:  
[Provide options or a text box for specifying the attack vector.]

Impact on Services:  
[Describe the impact on services, e.g., downtime, disruptions.]

Impact on Information:  
[Specify if records were accessed, modified, or any other relevant information.]

The incident response form is designed to capture the who, what, when, where, why, and how of any security incident.

Please find the attached documents for your review. We are committed to refining these documents based on your feedback and ensuring they meet the highest standards of policy and compliance.

If you have any further requests or modifications, please don’t hesitate to let us know. We appreciate your attention to this matter.

Best regards,   
[Your Team Name]