

February 5, 2022

To: The Executive Board
 Audit & Risk Committee
 Chief Executive Officer

From: Incident Response & Security Team

Re: **Incident # / Incident Name**

Background:

[This is the background of the injection and what our role was in it.]

Purpose & Methodology:

[Explain what we did, how we did it, and our results.]

Conclusion & Recommendations:

[Given our results, provide a conclusion, solution, and remediation.]