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.]*