

Date:

To:

Team:

Inject:

Subject:

To,

On [date] at [time], our team experienced a breach. Thankfully, we have remediated situation. We wanted to disclose this breach and how we have learned from it.

[what happened]

[How did we find it]

[Screenshots]

We were able to find a solution to this breach by [how we fixed it in the moment]

To prevent future incidents of this type, we have [what we did to stop it from happening again]