**Subject:** **Request for Incident Response Documentation**

Hi Sam,

We’re compiling a report for the executive team regarding a slight uptick in recent security incidents, and we need documentation on any incidents your team has handled over the past quarter. Could you provide a summary of the issues your team has worked on and their resolutions by next Monday? This will be a critical part of our quarterly review.

Thanks,  
James  
BASTION Corporation

**Subject:** RE: Request for Incident Response Documentation

Hi John,

I’ll compile the incident response summaries and get them to you by Monday. We’ve handled a few notable cases that I’ll make sure to highlight in the report. If you need more details on any specific incidents, feel free to let me know.

Best,  
Sam Carters