

**PRIVILEGED AND CONFIDENTIAL  
SUBJECT TO ATTORNEY-CLIENT PRIVILEGE AND WORK PRODUCT DOCTRINE**

**DATE:** [Date]

**TO:** [Client Name/Executive Leadership]

**FROM:** [Attorney Name/Law Firm]

**RE:** Legal Advisory Regarding Ransomware Incident and Investigation

Dear [Recipient Name],

We are writing to provide formal legal counsel regarding the recent ransomware incident discovered on [Date of Discovery]. This letter serves to establish the framework for maintaining attorney-client privilege and work product protection throughout the investigation and remediation process.

**1. Purpose of Engagement**

This firm has been engaged to provide legal advice regarding your company's obligations, potential liabilities, and regulatory requirements resulting from this security incident. All communications regarding this matter are for the purpose of obtaining or providing legal services.

**2. Instruction to Internal Staff**

To preserve privilege, please ensure that all internal discussions regarding the legal implications of this incident are directed through counsel. Employees should refrain from creating written summaries, timelines, or "post-mortem" reports unless specifically requested by legal counsel to assist in our legal assessment.

**3. Engagement of Third-Party Experts**

We have directed the engagement of [Forensic Firm Name] to assist us in our legal analysis. Their work is being performed at our direction to help us understand the legal risks and compliance requirements. All reports generated by third-party experts should be delivered directly to this firm.

**4. Confidentiality Protocols**

All documents and emails related to this incident should be marked with the following header:  
*"PRIVILEGED AND CONFIDENTIAL - PREPARED AT THE DIRECTION OF COUNSEL"*

**5. Preservation of Evidence**

You are hereby instructed to suspend any routine document destruction policies and preserve all data, logs, and physical hardware related to the affected systems. A formal Litigation Hold Notice will follow this advisory.

Please contact us immediately before making any external notifications to law enforcement, regulators, or affected individuals.

Sincerely,

[Attorney Name]  
[Law Firm Name]