DATE: [Insert Date]

TO: [Incident Response Team / IT Department Name]

FROM: [Name/Title of Authorizing Official]

SUBJECT: LETTER OF INSTRUCTION: RESPONSE TO NETWORK BREACH [Incident ID #]

1. PURPOSE

This letter provides formal instruction for the immediate response to the network security breach identified on [Date/Time]. You are directed to execute the following protocols to secure the environment and preserve evidence.

2. IMMEDIATE ACTIONS

- **Containment:** Isolate affected segments of the network [Specify Segments] to prevent lateral movement. Do not power down servers unless instructed, to preserve volatile memory.
- **Identification:** Determine the point of entry and identify all compromised accounts or systems.
- **Evidence Preservation:** Create forensic images of impacted drives and secure all relevant firewall, server, and application logs.

3. COMMUNICATION PROTOCOLS

- All internal communications regarding this incident must be conducted via [Specified Secure Channel, e.g., Encrypted Messaging/Phone].
- No information regarding this breach is to be shared with external parties or unauthorized employees without legal counsel approval.

4. DOCUMENTATION AND REPORTING

- Maintain a chronological log of all actions taken by the response team.
- Provide a status update to [Name of Lead Coordinator] every [Number] hours.

5. AUTHORITY

The Incident Response Team is hereby granted emergency administrative privileges to reset credentials and suspend network services as required to mitigate further damage.

Signed,

[Signature]

[Printed Name]
[Job Title]
[Organization Name]