

Data Breach Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are writing to inform you about a data breach that may have involved your personal information. On [insert date of breach discovery], we discovered that unauthorized individuals gained access to some of our systems.

The types of personal information that may have been compromised include [insert types of compromised data, e.g., names, email addresses, social security numbers, etc.]. We are taking this incident very seriously and have taken steps to mitigate the potential effects.

As a precaution, we recommend that you [insert recommended actions, e.g., change your passwords, monitor your account statements, etc.]. You can also consider placing a fraud alert on your credit reports.

We sincerely apologize for any inconvenience this incident may cause you. Your privacy is important to us, and we are committed to protecting your information. If you have any questions or need further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your understanding.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Company Name]

[Insert Company Contact Information]