

Data Privacy Breach Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge our responsibilities regarding the data privacy breach that occurred on [insert date of breach]. We understand the seriousness of this incident and are committed to taking all necessary actions to address the situation.

We have initiated an internal investigation to determine the scope of the breach and are implementing measures to prevent future occurrences. Please be assured that we will notify all affected individuals in compliance with applicable regulations.

We take data privacy very seriously and appreciate your understanding during this challenging time. Should you have any questions or require further information, please do not hesitate to contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]