

Compensation Offer Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about the recent data privacy breach that affected your personal information. We take data security very seriously and are deeply sorry for any distress this incident may have caused you.

To address this situation and to express our sincere apologies, we would like to offer you compensation in the form of [describe compensation, e.g., a one-time payment, credit monitoring service, etc.]. We hope that this compensation will help mitigate any inconvenience you may have experienced as a result of the breach.

We have taken significant steps to improve our security measures and ensure that your information is protected moving forward. Your privacy is our top priority, and we appreciate your understanding and patience during this time.

If you accept this compensation offer, please sign and return the enclosed acceptance form by [insert deadline]. Should you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]