

# Notice of Data Breach

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about a data breach that may have affected your personal information. At [Your Company Name], we take data privacy seriously and are committed to maintaining the security of our customers' information.

On [Date of Breach], we discovered that [brief description of incident]. As a result, certain personal data, including [specify types of data, e.g., names, email addresses], may have been accessed by unauthorized individuals.

In compliance with data privacy regulations, we have taken the following steps:

- Investigated the breach and secured our systems.
- Notified appropriate authorities as required.
- Informed affected individuals about the breach.
- Enhanced our security measures to prevent future breaches.

We recommend that you monitor your accounts and report any suspicious activity. For further assistance, please reach out to our data privacy officer at [Contact Email/Phone Number].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]