

Notification of Data Privacy Breach

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Recipient's Name],

We are writing to inform you of a data privacy breach that may have involved your personal information. We take the protection of your data very seriously and are committed to maintaining your trust.

On [Date of Breach], we discovered that an unauthorized party accessed our systems and may have acquired certain information, including [specify the nature of the data compromised, e.g., names, email addresses, social security numbers].

We have taken immediate steps to investigate the situation, secure our systems, and prevent any future breaches. We are also notifying the relevant authorities as part of this process.

While we currently have no evidence that your data has been misused, we recommend that you remain vigilant and monitor your accounts closely. We suggest the following steps to help protect your information:

- Change your passwords for online accounts.
- Enable two-factor authentication where available.
- Monitor your financial statements and credit reports.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information]. We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]