

# Dear [Recipient's Name],

We are writing to address the recent data privacy incident that has occurred on [Date of Incident]. We want to assure you that we take this matter very seriously and are committed to protecting your personal information.

Immediately upon discovering the breach, we took decisive action to investigate the situation and mitigate any potential impact. Our dedicated team is working tirelessly to ensure that such an incident does not happen again in the future.

We have implemented additional security measures, including [list any specific measures, e.g., enhanced encryption, security audits, etc.], to bolster our defenses. We are also collaborating with relevant authorities and third-party experts to review and improve our current practices.

Your privacy and trust are of utmost importance to us. We encourage you to remain vigilant and monitor your accounts for any unusual activity. If you have any concerns or require assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your understanding and support during this time. We appreciate your patience as we work to resolve this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]