

Data Breach Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a data breach that occurred on [Insert Date of Breach]. We take the privacy and security of your information very seriously and are committed to protecting your data.

Details of the Incident:

- Type of data involved: [Describe the type of data compromised]
- Date of breach: [Insert Date]
- Actions taken: [Describe any immediate actions taken]
- Steps to protect yourself: [Offer suggestions on what to do next]

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information]. We apologize for any inconvenience this incident may have caused and appreciate your understanding as we work to resolve this issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]