

Data Breach Notification

Date: [Insert Date]

To: [Board Member Name]
[Board Member Title]
[Company Name]
[Company Address]

Dear [Board Member Name],

We are writing to inform you of a data breach that has occurred within our organization, [Company Name], which may have compromised the personal data of our clients and employees.

Incident Summary:

- **Nature of the Incident:** [Brief Description of the Data Breach]
- **Date of the Incident:** [Insert Date]
- **Data Involved:** [Description of the Data Compromised]

We take this issue very seriously and have already initiated our data breach response plan. Actions taken include:

- [List of Actions Taken]
- [Additional Actions]

We will keep you informed as we investigate this matter further. In the meantime, we advise all board members to take [recommended actions] to safeguard sensitive information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]