

Notification of Data Breach

Date: [Insert Date]

To: [Business Partner's Name]

[Business Partner's Address]

Dear [Business Partner's Name],

We are writing to inform you of a recent data breach that may have compromised the personal and confidential information of our business relationship. We discovered the breach on [Date of Discovery] and have taken immediate steps to contain and investigate the incident.

Details of the breach include:

- Date of breach: [Insert date]
- Type of data involved: [Insert type of data]
- Number of records affected: [Insert number]
- Actions taken: [Insert actions taken to mitigate the breach]

We value your partnership and are committed to protecting the information we share. We are implementing additional security measures to prevent a future occurrence.

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]