

Important Security Notification

Dear [Customer's Name],

We are writing to inform you of a recent data breach that may have affected your personal information. At [Company Name], we take data privacy and security very seriously, and we want to keep you informed about what happened and what steps we are taking to protect you.

On [Date of Breach], we discovered that [brief description of the breach, e.g., unauthorized access to our systems]. This incident may have put your [type of data affected, e.g., name, email, payment information] at risk.

We are actively investigating the situation and have taken steps to secure our systems. We recommend that you take the following precautions:

- Change your passwords for your accounts.
- Monitor your financial statements for any unauthorized transactions.
- Consider placing a fraud alert on your credit file.

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

Thank you for your continued trust in [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]