

# Client Data Protection Update

Date: [Insert Date]

Dear [Client's Name],

We are writing to inform you about a recent incident that may have affected your personal data. On [Insert Date of Breach], we experienced a data breach that has raised concerns regarding the security of our clients' information.

As soon as we became aware of this incident, we took immediate action to investigate the breach and mitigate any potential risks. We have implemented enhanced security measures to protect your data and prevent future occurrences.

You may have questions regarding how this incident affects you. We assure you that we are committed to protecting your information and have a dedicated team available to assist you. Please feel free to contact us at [Insert Contact Information] if you require further information.

We apologize for any inconvenience this may cause and appreciate your understanding as we work through this issue. Your trust is important to us, and we are committed to safeguarding your personal information.

Thank you for your attention to this matter.

Sincerely,

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