

Important Notification Regarding a Data Incident

Dear [Client's Name],

We are writing to inform you of a critical data incident that has affected your account with us. On [Date of Incident], we discovered unauthorized access to our systems that may have resulted in exposure of certain personal information.

The data potentially compromised includes:

- Your name
- Your email address
- Your contact information
- Other relevant personal information

We are actively investigating this incident and have taken immediate steps to secure our systems. We have also engaged cybersecurity experts to assist us in this matter.

While the risk of harm is low, we recommend that you take the following precautions:

- Monitor your account statements for any unauthorized transactions.
- Change your passwords on our platform and any other accounts where you may use similar credentials.
- Consider enrolling in identity theft protection services.

We understand that this news may be concerning, and we are here to support you. If you have any questions or require further assistance, please do not hesitate to contact our support team at [Support Email] or [Support Phone Number].

We value your trust and are committed to protecting your information.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]