

# Notification of Personal Information Compromise

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a recent incident that may have compromised your personal information. On [insert date of incident], we discovered a security breach that may have exposed your data, including your name, address, email, and other personal details.

We take this matter very seriously and have taken immediate steps to investigate the situation and mitigate any potential issues that may arise from this incident. We have also notified the relevant authorities as required by law.

To help protect your personal information, we recommend that you take the following steps:

- Monitor your bank and credit card statements for any unauthorized transactions.
- Change your passwords for online accounts and use strong passwords.
- Consider placing a fraud alert on your credit file.

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

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]