

Important Security Breach Notification

Dear [Client's Name],

We are writing to inform you about a recent security breach that may have compromised your personal information. On [Date of Breach], we discovered unauthorized access to our systems.

We take this matter very seriously and are currently investigating the breach to understand its full scope. At this time, we believe that the following information may have been accessed:

- Your name
- Your contact information
- Your account details

We recommend that you take the following steps to protect yourself:

1. Change your passwords for all online accounts.
2. Monitor your financial statements for any unauthorized transactions.
3. Consider placing a fraud alert on your credit report.

We are committed to protecting your information and are implementing enhanced security measures to prevent this from happening in the future. If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we address this matter.

Thank you for your continued trust in us.

Sincerely,
[Your Name]
[Your Position]
[Company Name]