

# Notice of Cyber Attack Disclosure

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a recent cyber security incident that has affected our organization, [Your Organization Name]. We take this matter very seriously and are committed to transparency and protecting your information.

On [insert date of attack], we detected unauthorized access to our systems, and we immediately initiated an investigation to assess the situation. After thorough analysis, we have identified that some personal information may have been compromised, including [insert types of data impacted, e.g., names, email addresses, etc.].

We have taken extensive measures to mitigate this breach, including [list measures taken]. Our team is actively working with cybersecurity experts and law enforcement to further investigate this incident.

To help protect your data, we recommend that you [provide recommendations, such as changing passwords, monitoring accounts, etc.].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work through this situation. For any questions or concerns, please feel free to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]