

Cybersecurity Incident Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a cybersecurity incident that may have affected your personal information. On [date of the incident], we discovered unauthorized access to our systems.

While we are still investigating the details of this incident, we want to assure you that we are taking this matter very seriously. We have implemented immediate measures to secure our systems and are working closely with cybersecurity experts to address and rectify any vulnerabilities.

At this time, we believe that the following information may have been accessed:

- [Type of data, e.g., names, email addresses, etc.]
- [Additional types of data]

We recommend that you take the following steps to protect your information:

1. Monitor your accounts for any suspicious activity.
2. Change your passwords for any accounts that may have been affected.
3. Consider enrolling in a credit monitoring service.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this situation. If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]