

Notice of Data Breach

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a recent data breach that may have compromised your personal information. On [insert date of breach detection], we became aware that [describe the breach incident briefly].

We value your trust and are taking this matter very seriously. The type of information that may have been affected includes [list types of affected information, e.g., names, addresses, Social Security numbers, etc.].

We have taken immediate steps to mitigate the situation, including [list actions taken, e.g., security improvements, investigation, etc.]. We are also working with law enforcement and cyber security experts to ensure this type of incident does not happen again.

Your security is our priority. We recommend that you [provide any recommendations, e.g., monitor accounts, change passwords, etc.].

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

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]