

Subject: Response to Data Breach Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about a recent data breach that may have involved your personal information. This communication serves to outline the details of the breach and the steps we are taking to address it.

What Happened

On [Insert Date of Breach], we discovered that unauthorized access to our systems occurred. Our investigation revealed that [briefly explain how the breach occurred].

What Information Was Involved

The information potentially impacted includes [list types of affected information].

What We Are Doing

We are taking this incident very seriously and have implemented the following measures to mitigate the risk of further breaches:

- [Action 1]
- [Action 2]
- [Action 3]

What You Can Do

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

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Contact Us

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]