

# Dear [Recipient's Name],

We are writing to inform you of a data breach that may have affected your personal information. We take this matter very seriously and are committed to protecting your data.

On [date of breach], we discovered that [brief explanation of the breach, e.g., unauthorized access to our database]. As a result, some of your personal information, including [list of affected data, e.g., name, email address, etc.], may have been compromised.

We have taken immediate steps to mitigate the impact of this breach, including [list actions taken, e.g., notifying law enforcement, enhancing security measures].

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

- Monitor your accounts for suspicious activity.
- Change your passwords and use strong, unique passwords for each account.
- Consider placing a fraud alert or credit freeze on your credit report.

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

We apologize for any inconvenience this may cause and appreciate your understanding as we work through this situation.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]