

Information Security Breach Notice

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a recent security breach that may have compromised your personal information. We take the security of our customers' information very seriously and are committed to keeping you informed.

Details of the breach:

- Date of breach: [Insert Date]
- Description of the breach: [Insert Description]
- Type of information involved: [Insert Information Type]

We are actively investigating the situation and have taken steps to secure our systems. We recommend that you take the following precautions:

- Change your passwords for affected accounts.
- Monitor your financial statements and credit reports.
- Consider placing a fraud alert on your credit report.

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

We appreciate your understanding and patience as we work through this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Contact Information]