

Data Privacy Breach Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to inform you about a data privacy breach that has occurred. On [insert date of breach], we discovered that [brief description of breach]. This may have resulted in unauthorized access to your personal information, including [list types of data affected].

Please be assured that we are taking this situation very seriously. We are working diligently to rectify the situation and have implemented additional security measures to prevent future breaches.

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

- Change your passwords for any affected accounts.
- Monitor your financial statements for any suspicious activity.
- Consider placing a fraud alert on your credit report.

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

We sincerely apologize for any inconvenience this may have caused.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]