

Notification of Data Breach

Date: [Insert Date]

Dear [Recipient's Name],

We are reaching out to inform you about a recent incident that may have impacted your personal information. At [Company Name], we take the privacy and security of your data very seriously.

On [Insert Date of Incident], we discovered that [briefly describe the nature of the breach]. We promptly initiated an investigation to determine the scope of the incident and to mitigate any potential risks.

As a precautionary measure, we recommend that you [provide recommendations, such as changing passwords, monitoring accounts, etc.]. We are committed to keeping you informed as we learn more.

If you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [Insert Contact Information].

Thank you for your understanding and support as we navigate this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]