

Data Breach Notification

Dear [Client's Name],

We are writing to inform you of a data breach that may have involved your personal information. On [Date of Breach], we discovered that unauthorized individuals gained access to our systems, which potentially included your data.

We have taken immediate action to secure our systems and investigate the breach. While we have no evidence that your information has been misused, we take this matter very seriously and want to ensure that you are aware of the situation.

As a precaution, we recommend that you take the following steps:

- Monitor your accounts for any suspicious activity.
- Change your passwords for online accounts.
- Consider placing a fraud alert on your credit file.

We apologize for any inconvenience this may cause and are committed to protecting your information. If you have any questions or require further assistance, please contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]