

# Security Incident Notification

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Company's Name]

Dear [Stakeholder Name],

We are writing to inform you of a recent security incident that has occurred involving [brief description of the incident, e.g., "unauthorized access to our database"]. We take this matter very seriously and are committed to protecting your information.

Details of the Incident:

- Date of Incident: [Insert Date]
- Type of Incident: [Insert Type, e.g., "Data Breach"]
- Time of Incident: [Insert Time]
- Description: [Provide a brief description of what happened]

As part of our response plan, we are taking the following steps:

- [Step 1: e.g., "Conducting a thorough investigation"]
- [Step 2: e.g., "Enhancing our security measures"]
- [Step 3: e.g., "Notifying affected individuals"]

We understand the importance of your trust and are dedicated to communicating openly as we address the situation. Should you have any questions or require further information, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]