

Notification of Data Misuse Incident

Dear [Recipient's Name],

We are writing to inform you of a recent incident involving the misuse of data that may affect your personal information. This incident occurred on [Date of Incident] and involves the unauthorized access of our data systems.

We take the protection of your personal information very seriously and are actively investigating the situation to understand the extent of the breach. As part of our commitment to transparency, we want to ensure that you are aware of this incident and the steps we are taking to address it.

We recommend that you take the following precautions:

- Change your account passwords immediately.
- Monitor your financial statements for any suspicious activity.
- 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 [Contact Information]. We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]