

# Notice of Security Breach

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a recent security breach that has affected our company, [Company Name]. We take the protection of your personal information seriously and want to keep you informed regarding this situation.

On [Insert Date of Breach], we discovered that [briefly describe the nature of the breach]. As a result, [specify the type of information that may have been compromised].

We have taken immediate steps to address the breach, including [describe any immediate actions taken, such as changing passwords or enhancing security measures]. Additionally, we recommend that you [provide any recommendations for the recipient to protect their information].

Please rest assured that we are committed to protecting your data and are conducting a thorough investigation to prevent such incidents in the future.

If you have any questions or concerns regarding this matter, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]