

# Dear [Client's Name],

We are writing to inform you about a recent data breach that may have affected your information held by [Your Company Name]. This letter aims to provide you with an overview of the impact assessment we have conducted regarding this breach.

## Incident Overview

On [Date of Breach], we discovered that [brief description of the breach]. Immediate actions were taken to secure our systems and prevent further unauthorized access.

## Impact Assessment

Based on our analysis, the following impacts have been identified:

- **Data Compromised:** List of compromised data (e.g., personal identification, financial information).
- **Number of Affected Clients:** [Number of Clients Affected]
- **Potential Risks:** Description of potential risks to clients.

## Mitigation Measures

In response, we have implemented the following measures to mitigate the impact:

- Enhanced security protocols
- Ongoing monitoring of systems
- Client support services for affected individuals

## Next Steps

We advise you to take the following precautions to protect your information:

- Change your passwords and monitor account activities.
- Consider enrolling in identity theft protection services.

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Contact Information]. We appreciate your understanding and support as we work to resolve this matter.

**Sincerely,**

[Your Name]  
[Your Title]

[Your Company Name]  
[Your Contact Information]