

Compliance Notification Following Security Incident

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a security incident that occurred on [Date of Incident], which may have involved your personal information. We take this matter very seriously and are committed to ensuring your privacy and the security of your information.

Details of the Incident:

- Date of Incident: [Insert Date]
- Description: [Brief description of the security incident]
- Information Affected: [Specify type of information involved]

Following the incident, we have taken the following steps:

1. [Step 1: e.g., Investigated the cause]
2. [Step 2: e.g., Improved security measures]
3. [Step 3: e.g., Notified relevant authorities]

We encourage you to take precautions and monitor your accounts for any unusual activity. In addition, we have arranged the following support for you:

- Free credit monitoring services for [duration]
- Contact information for reporting suspicious activity: [Contact Information]

We sincerely apologize for any inconvenience this incident may cause and appreciate your understanding as we work to resolve this matter. If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]