

Data Breach Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a recent data breach that may have affected your personal information. As a social service agency committed to protecting your privacy, we take this matter very seriously.

On [Insert Date of Breach], we discovered unauthorized access to our systems that may have compromised personal data, including your name, address, Social Security number, and other sensitive information. We immediately initiated an investigation to determine the extent of the breach and to mitigate any potential harm.

Please be assured that we have taken appropriate measures to secure our systems and prevent further unauthorized access. We are also cooperating with law enforcement to investigate the incident.

Out of an abundance of caution, we recommend that you take the following steps to protect your information:

- Monitor your accounts for any suspicious activity.
- Consider placing a fraud alert on your credit report.
- Review your credit reports regularly.

If you have any questions or need assistance, please do not hesitate to contact us at [Insert Contact Information]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Contact Information]