

# Transportation Service Breach Alert

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that a breach has occurred involving our transportation services. We take the security of your information very seriously and want to ensure you are aware of the situation.

Details of the breach are as follows:

- Date of Incident: [Insert Date]
- Nature of Breach: [Brief Description]
- Impact: [Brief Description of what was affected]

We are actively investigating this matter and taking steps to mitigate any potential risks. Our primary focus is on ensuring the safety and security of your information.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]