

Security Incident Notification

Date: [Insert Date]

Dear [Stakeholder Name],

We are writing to inform you of a recent security incident that may have affected your information. On [insert date of incident], we discovered unauthorized access to our systems, which could potentially impact the confidentiality and integrity of certain data.

We take this incident very seriously and have implemented measures to secure our systems to prevent further unauthorized access. Our team is actively investigating the incident and working with law enforcement as needed.

We recommend that you monitor your accounts and take necessary precautions, such as changing passwords and being vigilant for any suspicious activity.

If you have any questions or require further information, please do not hesitate to reach out to us at [insert contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]