

# Dear [Recipient's Name],

We are writing to inform you about a recent cyber security incident that has affected our organization. On [date of breach], we detected unauthorized access to our systems, leading to a potential compromise of personal and sensitive information.

Our team acted swiftly to contain the breach and launched a thorough investigation in collaboration with cybersecurity experts. We have determined that the compromised data may include [list types of data, e.g., names, emails, phone numbers, financial information].

We take this matter very seriously and are committed to protecting your information. We have implemented additional security measures to prevent such incidents in the future.

We recommend that you take the following precautionary steps:

- Change your passwords for all accounts.
- Monitor your account statements for any unusual activity.
- Consider placing a fraud alert on your credit file.

If you have any questions or need assistance, please do not hesitate to contact us at [contact information]. We appreciate your understanding and support as we work through this issue.

Sincerely,  
[Your Name]  
[Your Title]  
[Organization Name]