

# Incident Response Notification Letter

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Subject: Notification of Data Incident

Dear [Recipient's Name],

We are writing to inform you of an incident that may have involved your personal information. We take the privacy and security of our clients very seriously and are committed to providing you with the information you need regarding this matter.

Incident Overview:

- **Date of Incident:** [Insert Incident Date]
- **Nature of the Incident:** [Describe the incident briefly]
- **Data Involved:** [Specify the type of data compromised]

Legal and Regulatory Compliance:

In compliance with applicable laws and regulations, we have taken the following steps:

- Conducted a thorough investigation of the incident.
- Notified necessary law enforcement and regulatory bodies.
- Implemented measures to enhance security and prevent future incidents.

Your Rights:

You have the right to:

- Access the information that may have been compromised.
- Request further information about the steps we are taking.
- Monitor your accounts and report any suspicious activity.

For further questions, please contact us at:

Email: [Insert Contact Email]

Phone: [Insert Contact Phone Number]

We apologize for any inconvenience this incident may cause and appreciate your understanding as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]