

Press Release

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you about a recent security incident that may affect your relationship with our organization. On [insert date of breach], we discovered a breach involving [describe the nature of the breach, e.g., "unauthorized access to our customer database"].

Our team acted quickly to secure our systems and begin an investigation. We have identified the breach and are taking appropriate measures to prevent any future occurrences. We have engaged [mention any third-party forensic investigators or cybersecurity specialists] to assist us in this process.

The data involved may include [mention what type of data was compromised, e.g., "names, addresses, and email information"], but we want to emphasize that we do not store sensitive financial information such as credit card details.

We understand that you may have concerns regarding your privacy and security. We encourage you to take proactive measures, such as monitoring your accounts and changing passwords if you believe your information may have been affected.

We are committed to keeping you informed as we continue our investigation and will provide updates as we learn more. Your trust is important to us, and we deeply regret any inconvenience this situation may cause.

Please feel free to reach out to our media inquiries team at [insert contact email] or [insert phone number] for any questions or further information.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]