

Notice of Data Security Breach

Dear [Recipient's Name],

We are writing to inform you about a recent data security incident that may have impacted your personal information. On [date of breach], we discovered unauthorized access to our systems that contains your data.

The affected information includes [specify the types of information, e.g., names, addresses, social security numbers, etc.]. We have taken steps to secure our systems and are working diligently to investigate the incident.

As a precaution, we recommend that you take the following steps to protect yourself:

- Monitor your accounts for any unauthorized activity.
- Consider placing a fraud alert on your credit file.
- Review your credit reports for signs of suspicious activity.

We take your privacy seriously and are committed to safeguarding your personal information. If you have any questions or need further information, please contact us at [contact information].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]