

# Important Notice: Security Breach Remediation Steps

Date: [Insert Date]

Dear [Client's Name],

We are writing to inform you of a recent security breach that may have affected your personal information. The security of your data is our top priority, and we are taking the following steps to remediate the situation:

## Immediate Actions Taken:

- Identified and contained the breach to prevent further unauthorized access.
- Notified law enforcement and relevant authorities.
- Engaged cybersecurity experts to assist in the investigation and remediation process.

## Recommended Steps for Clients:

- Change passwords for your accounts, including [specific accounts/services].
- Monitor your financial accounts for unusual activity.
- Consider placing a fraud alert on your credit report.
- Review and update your security settings on all online accounts.

## Support and Resources:

Please feel free to reach out to our dedicated support team at [Support Email/Phone Number] for any assistance or if you have any questions regarding this situation.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to protect your information.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]