

# Client Notification of Personal Data Incident

Date: [Insert Date]

Dear [Client's Name],

We are writing to inform you of a recent incident that may have involved your personal data. On [Incident Date], we discovered that [brief description of the incident, e.g., unauthorized access to our database, data breach, etc.].

While we have taken immediate steps to address the situation, we believe it is important to notify you promptly. The personal data that may have been affected includes [list types of personal data, e.g., names, email addresses, phone numbers, etc.].

We are currently investigating the incident and are implementing measures to prevent future occurrences. As a precaution, we recommend that you [suggest actions for the client, e.g., monitor your account statements, change passwords, etc.].

If you have any questions or need further assistance, please contact us at [contact information]. We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]