

Immediate Notification of Data Compromise

Date: [Insert Date]

Dear [Client's Name],

We are writing to inform you of a data compromise that has occurred at [Company Name]. We take this matter very seriously and are committed to ensuring your information remains secure.

On [insert date of discovery], we discovered that [briefly describe the nature of the data compromise, e.g., unauthorized access to our systems, data breach, etc.]. Upon learning of the incident, we took immediate action to secure our systems and initiate an investigation.

While our investigation is ongoing, we believe that the following information may have been compromised: [list types of compromised data, e.g., names, email addresses, financial information, etc.].

We recommend that you take the following steps to protect your information:

- Change your passwords for any accounts that use the compromised information.
- Monitor your financial accounts for unauthorized transactions.
- Consider placing a fraud alert on your credit reports.

We deeply regret any inconvenience this may cause and appreciate your understanding as we continue to investigate this matter. If you have any questions or need further information, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]