

Important Communication Regarding Data Breach

Dear [Client Name],

We are reaching out to inform you about a data breach that has affected our systems and, consequently, your data. We take this incident very seriously and are committed to maintaining the trust you have placed in us.

On [date of breach], we detected unauthorized access to our systems and have since taken immediate steps to secure our systems and prevent further unauthorized access. We are working closely with cybersecurity experts to investigate the incident thoroughly.

At this time, we believe that [describe the type of data affected, e.g., personal information, account details], may have been compromised. We recommend that you take the following steps to protect your information:

- Change your account passwords immediately.
- Monitor your account statements for any unauthorized transactions.
- Consider enrolling in an identity theft protection service.

Your security is our top priority. Should you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

We are deeply sorry for any inconvenience this may cause and appreciate your understanding as we work through this matter.

Thank you for your continued trust in us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]