

Important Notification Regarding Your Personal Information

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a data breach that may have involved your personal information. We value your privacy and take this incident very seriously.

On [Insert Date of Breach Discovery], we discovered that [brief description of the breach, e.g., unauthorized access to our database]. As a result, [describe the type of information compromised, e.g., names, addresses, Social Security numbers].

We have taken immediate steps to investigate the breach and have implemented additional security measures to prevent such incidents in the future. We also notified law enforcement and cybersecurity professionals to assist with our ongoing investigations.

You may take steps to protect yourself, such as:

- Monitoring your accounts for suspicious activity.
- Placing a fraud alert on your credit reports.
- Checking your credit reports for any unauthorized accounts.

We regret any inconvenience this incident may cause you. If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information] or visit our website at [Insert Website URL].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]