

# Data Breach Notification

Date: [Insert Date]

To: [Legal Counsel's Name]

Company: [Company's Name]

Address: [Company's Address]

City, State, Zip: [City, State, Zip]

Dear [Legal Counsel's Name],

We are writing to inform you of a data breach that occurred on [insert date of breach] which may have compromised the personal information of our clients and employees. The breach involves unauthorized access to our database, which may include sensitive information such as names, addresses, Social Security numbers, and financial details.

We are currently investigating the extent of the breach and have taken immediate steps to secure our systems to prevent further unauthorized access. We have also notified law enforcement and relevant regulatory bodies as required by law.

We understand the urgency and seriousness of this situation and are committed to providing you with all pertinent information as it becomes available. Please advise on any immediate steps we should take to ensure compliance and protect our interests and those of the affected parties.

Thank you for your attention to this urgent matter. We look forward to your guidance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]