

Data Breach Notification

Date: [Insert Date]

To: [Regulatory Body Name]

From: [Your Company Name]

Subject: Notification of Data Breach

Dear [Recipient Name],

We are writing to formally notify you of a data breach that occurred on [Insert Date of Breach], which may have compromised [describe the type of data affected, e.g., personal identifying information].

Details of the Incident:

- **Date of Breach:** [Insert Date]
- **Date Breach Discovered:** [Insert Date]
- **Type of Data Involved:** [Specify the data, e.g., names, addresses, Social Security numbers]
- **Number of Individuals Affected:** [Insert Number]
- **Actions Taken:** [Briefly describe measures taken to address the breach]

We take this matter very seriously and have implemented additional security measures to prevent future breaches. We are also notifying affected individuals and providing them with guidance on how to protect their information.

If you require any further information or wish to discuss this matter in more detail, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[Company Phone Number]

[Company Email]