

Dear [Stakeholder's Name],

I hope this message finds you well. I am writing to inform you about a security incident that may have compromised some of your personal information.

On [date of breach], we discovered that unauthorized access to our systems occurred, and we believe that certain data, including [specific types of data], may have been exposed.

We are deeply sorry for this incident and understand the concern it may cause. Please be assured that we are taking this matter very seriously. We have already initiated an investigation and are enhancing our security measures to protect your data in the future.

We recommend that you take [specific actions] to safeguard your information. Additionally, we are offering [support/services] to assist you during this time.

We value your trust and are committed to making things right. If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]