

# Data Breach Assurance Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you about a recent data breach incident that affected our organization on [Insert Date of Incident]. We take the security of our clients and partners very seriously and want to assure you that we have taken significant steps to address the situation.

Upon discovery of the breach, we immediately initiated our incident response plan, which included:

- Identifying the source and extent of the breach
- Notifying all affected parties
- Implementing security measures to prevent future incidents
- Cooperating with law enforcement and cybersecurity experts

We have conducted a thorough investigation and can confirm that there has been no evidence of unauthorized access to sensitive information pertaining to our business partners. Moreover, we are committed to creating a secure environment by improving our cybersecurity protocols and employee training.

We value our partnership and understand the importance of maintaining your trust. If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and support during this process.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]