

Dear [Client's Name],

We are reaching out to follow up on the recent data breach incident that was announced on [Date of Initial Notification]. Your privacy and security are our top priorities, and we want to provide you with further information regarding the steps we have taken and how you can protect yourself.

Incident Overview

On [Date of Breach], we discovered unauthorized access to our systems that may have exposed some of your personal information. The types of information that might have been compromised include [List of Possible Compromised Data].

Actions We Have Taken

- Immediately secured our systems to prevent further unauthorized access.
- Engaged cybersecurity experts to assess and mitigate the incident.
- Notified law enforcement and regulatory bodies as required.
- Offered complimentary credit monitoring services for 12 months.

Recommended Actions for You

We recommend that you take the following precautions to protect your information:

- Monitor your financial accounts for any unauthorized transactions.
- Change your passwords for online accounts, especially financial and personal accounts.
- Consider placing a fraud alert on your credit report.

If you have any questions or require further assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Email Address].

We sincerely apologize for any inconvenience and concern this incident may have caused. Thank you for your understanding as we work to enhance our security measures.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]