

# Notice of Data Breach

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you of a data breach that may have involved your personal information. At [Company Name], we take the security of your data seriously and are committed to keeping you informed in the event of a security incident.

On [Date of Breach], we discovered that [brief description of what happened, e.g., unauthorized access to our systems]. We have taken immediate steps to secure our systems and prevent further unauthorized access.

The information that may have been compromised includes [list the types of personal information involved, e.g., name, email address, phone number, etc.].

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

- Monitor your account statements and report any suspicious activity.
- Change your passwords for any affected accounts.
- Consider placing a fraud alert on your credit report.

We understand that this incident may be concerning, and we apologize for any inconvenience this may cause. If you have any questions or need further assistance, please contact us at [Contact Information].

Thank you for your understanding as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]