

Security Incident Notification

Date: [Insert Date]

Dear [Stakeholder Name],

We are writing to inform you of a recent security incident that may have affected your information. On [insert date of incident], we identified a security breach in our systems. We take this matter very seriously and have taken immediate actions to mitigate any potential risks.

Details of the incident:

- **Date of Incident:** [Insert Date]
- **Description:** [Brief Description of the Incident]
- **Data Affected:** [Describe the types of data that may have been compromised]

Please be assured that we are conducting a thorough investigation and have implemented additional security measures to prevent any future occurrences. We recommend that you take precautionary steps to safeguard your information, including [provide recommended actions, e.g., changing passwords, monitoring accounts].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue. If you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]