

# Important Security Notification

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 your privacy and security very seriously, and we are committed to keeping you informed about this situation.

On [date of breach], we discovered that unauthorized individuals gained access to our systems. As a result, your information, including [list types of compromised information, e.g., name, email address, payment information], may have been affected.

We have taken immediate steps to secure our systems and prevent further unauthorized access. We also recommend that you take the following precautions:

- Monitor your account statements and credit reports for any unusual activity.
- Change your passwords for any accounts that may be affected.
- Consider placing a fraud alert on your credit file.

If you have any questions or require further assistance, please contact our customer service team at [customer service contact information].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue.

Thank you for being a valued customer.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]