

# Notice of Data Breach

Date: [Insert Date]

Dear [Affected Individual's Name],

We are writing to inform you of a data breach that may have affected your personal information. This incident occurred on [Insert Date of Breach] and was discovered on [Insert Discovery Date].

Details of the Incident:

- Type of Information Involved: [Specify types of data, e.g., names, social security numbers, etc.]
- Date of Breach: [Insert Date]
- When We Discovered the Breach: [Insert Date]
- Action Taken: [Briefly describe actions taken to investigate the breach]

We are committed to protecting your personal information and have taken the following steps to mitigate the risk: [List steps taken].

We recommend that you monitor your accounts closely and report any suspicious activity to your financial institution.

If you have any questions or need further assistance, please feel free to contact us at [Insert Contact Information].

We sincerely apologize for any inconvenience this may cause you.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]