

Important Security Notification

Date: [Insert Date]

To: **[Recipient Name]**

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

We regret to inform you that we recently experienced a security breach at [Airport Name]. On [Date of Incident], we discovered unauthorized access to our security systems, which may have exposed certain personal information.

While we are still investigating the full extent of the breach, we believe the following information may have been compromised:

- Passenger names
- Flight information
- Contact details
- Other personal data

Please be assured that we are taking this matter very seriously and have implemented enhanced security measures to prevent such incidents in the future. We recommend that you monitor your personal accounts and report any suspicious activity immediately.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we address this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Airport Authority/Organization Name]

[Contact Information]