

Dear [Recipient's Name],

We are writing to inform you about a recent incident that may have compromised the security of our data. As part of our commitment to transparency and customer protection, we want to outline our response strategy.

Incident Overview

On [Date], we detected unusual activity that led us to believe a data breach may have occurred. Our team immediately initiated an investigation to assess the situation and establish the extent of the breach.

Response Strategy

- **Investigation:** We are conducting a thorough investigation with the assistance of cybersecurity experts.
- **Notification:** We will inform affected individuals directly and keep them updated on our findings.
- **Prevention:** We are implementing additional security measures to prevent future incidents.
- **Support:** Affected individuals will have access to free credit monitoring services for [duration].

What You Can Do

Please remain vigilant and monitor your accounts for any unusual activity. We recommend changing your passwords and enabling two-factor authentication where available.

Contact Information

If you have any questions or need further assistance, please contact our support team at [contact information].

We sincerely apologize for this incident and appreciate your understanding as we work to enhance our security measures.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]