

# Dear [Recipient's Name],

We are writing to inform you about a recent data breach incident that may have affected your personal information. We understand how concerning this situation can be, and we want to assure you that we are taking it very seriously.

Immediately upon discovering the breach, we took swift action to investigate and contain the incident. We have implemented additional security measures to ensure that your data is better protected in the future.

While we continue to monitor the situation, we want to reassure you that your privacy and security are our top priorities. We recommend that you remain vigilant and monitor your accounts for any suspicious activity. If you notice anything unusual, please report it to us immediately.

We appreciate your understanding and patience as we work through this situation. Should you have any questions or need further assistance, please do not hesitate to reach out to our customer service team at [Contact Information].

Thank you for your continued trust in us.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]