

Dear [Business Partner's Name],

We hope this message finds you well. We are writing to inform you about a recent incident that has affected our IT systems, resulting in a security breach that may have compromised some of your sensitive information.

We deeply regret any inconvenience this may cause you and want to assure you that we are taking this matter very seriously. Our team is actively working to investigate the breach and implement measures to enhance our security protocols to prevent future incidents.

We understand the importance of trust in our partnership and are committed to transparency throughout this process. We will keep you informed of any developments and are here to answer any questions you may have.

Again, we sincerely apologize for any concern this may have caused. Your partnership is invaluable to us, and we appreciate your understanding as we work through this situation.

Thank you for your continued support.

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