

Apology for IT Security Breach

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about a recent security incident that may have affected your personal information. We take this matter very seriously and want to assure you that we are committed to protecting your data.

On [Insert Date of Incident], we detected unusual activity within our IT systems which led us to believe that a data breach occurred. Our IT security team immediately initiated an incident response plan to investigate the breach and mitigate any potential damage.

As a result of our ongoing investigation, we have identified that [briefly describe the nature of the breach, e.g., "certain personal information, including names and email addresses, may have been accessed."]. Rest assured, we have not found any evidence of financial information being compromised.

We have taken the following steps to address the situation:

- Engaged cybersecurity experts to conduct a comprehensive investigation.
- Implemented additional security measures to enhance our IT infrastructure.
- Notified law enforcement and regulatory authorities as required.
- Provided training to staff on enhanced security protocols.

We understand that this incident may cause concern and we sincerely apologize for any inconvenience this may have caused. We are committed to maintaining transparency and will keep you updated with any new information as it arises.

If you have any questions or need further assistance, please don't hesitate to reach out to our support team at [Insert Contact Information].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]