

# Dear Valued Customer,

We are writing to inform you of a recent security incident that may have compromised your personal information. We take this matter seriously and are committed to protecting your privacy.

On [Date], we discovered a breach of our IT security systems, which allowed unauthorized access to certain customer data. We are working diligently to investigate the situation and to strengthen our security measures to prevent future incidents.

We sincerely apologize for any inconvenience this may cause you and want to assure you that we are taking all necessary steps to remedy the situation. We encourage you to monitor your accounts for any suspicious activity and to change your passwords as a precaution.

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

Thank you for your understanding and continued trust in us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]