

Letter of Apology for IT Security Breach

Date: [Insert Date]

To: [Regulatory Authority Name]

Address: [Regulatory Authority Address]

Dear [Recipient's Name],

We are writing to formally inform you of a security breach that occurred on [insert breach date] affecting [brief description of affected systems or data]. We deeply regret any inconvenience and concern this incident may have caused.

Upon discovering the breach, we promptly initiated an internal investigation and took immediate steps to contain the situation. Our security team is actively working on enhancing safeguards and protocols to prevent such occurrences in the future.

We understand the importance of data security and compliance with regulatory standards. We are committed to maintaining the trust of your office and all stakeholders involved and are fully cooperating with any inquiries related to this incident.

Please feel free to reach out to us at [your contact information] should you need further details or assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]