

# Important Notice Regarding Data Security Incident

Dear Valued Client,

We are reaching out to inform you of a cybersecurity data breach that occurred on [Date]. We take the security of your personal information very seriously and want to provide you with details regarding this incident.

On [Date], we detected unauthorized access to our systems that may have compromised your data. The specific information that may have been affected includes [list types of data, e.g. names, email addresses, account numbers].

Upon discovering the breach, we took immediate action to secure our systems and initiated an investigation. We have engaged leading cybersecurity experts to assess and remediate the situation. We are committed to ensuring that such incidents do not happen in the future.

We recommend that you remain vigilant and monitor your accounts for any suspicious activity. For your protection, we are offering [details of any protective measures, such as credit monitoring services].

If you have any questions or concerns, please do not hesitate to reach out to our dedicated support team at [support email/phone number].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our security measures.

Best regards,

[Your Company Name]

[Your Contact Information]