

Letter of Acknowledgment and Apology

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

Dear [Recipient's Name],

We are writing to formally acknowledge a recent data privacy breach that may have impacted your personal information. We deeply regret any concerns or inconvenience this incident may have caused you.

Upon discovering this breach, we took immediate action to investigate the situation and mitigate any potential risks associated with it. We are committed to maintaining the security and confidentiality of your information and have implemented additional safeguards to prevent future occurrences.

We sincerely apologize for any distress this may have brought you and appreciate your understanding as we navigate this situation. Our team is available to answer any questions or concerns you may have regarding this incident. You can reach us at [Phone Number] or [Email Address].

Thank you for your trust and understanding as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]