

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apologize for the recent data security incident that affected our organization and, consequently, your information. We understand the gravity of this situation and the concerns it may have caused you.

On [date of incident], we experienced a breach in our data security protocols that unfortunately resulted in the exposure of sensitive information. We deeply regret any distress this may have caused you, and we want to assure you that we are taking this matter very seriously.

Please be assured that we have mobilized our team to address this situation promptly, including [briefly outline measures you are taking, e.g., enhancing security protocols, involving law enforcement, etc.]. We are also offering [compensation or support being provided, if applicable] as a token of our commitment to your trust and security.

Your trust is of utmost importance to us, and we are committed to maintaining the highest standards of data protection moving forward. If you have any questions or concerns, please do not hesitate to reach out directly at [your phone number] or [your email address].

Thank you for your understanding and patience during this time. We hope to restore your confidence in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]