

# Subject: Important Notification Regarding Your Data Security

Dear [Recipient's Name],

We are writing to inform you of a recent incident involving a data breach that may have compromised your personal information. We sincerely apologize for any distress this may cause you.

On [date of breach], we discovered unauthorized access to our systems, resulting in the exposure of certain data including [list types of data affected, e.g., names, email addresses, etc.]. We understand how important your privacy is, and we deeply regret that we have not upheld the trust you placed in us.

Please be assured that we are taking this matter very seriously. We have engaged cybersecurity experts to investigate and resolve the issue, and we have taken steps to enhance our data security protocols to prevent future incidents.

We encourage you to monitor your accounts and remain vigilant against any potential identity theft. If you notice any unusual activity, please report it immediately.

As a gesture of our sincere apology, we are offering [mention any support you are providing, e.g., credit monitoring services, support hotlines, etc.].

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

We appreciate your understanding and patience as we work through this difficult situation. Thank you for being a valued customer.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]