

# Dear [Recipient's Name],

We are writing to inform you about a data exposure incident that occurred on [Date]. We take this matter very seriously and want to provide you with full transparency regarding the situation.

On [Date], we became aware that unauthorized access to our systems may have exposed some of your personal information. The types of data affected include [list types of data, e.g., names, email addresses, etc.]. We are deeply sorry for any distress this may cause you.

Your trust is paramount to us, and we are committed to protecting your information. Since the incident, we have taken immediate steps to secure our systems and prevent future breaches. This includes [mention any measures taken, e.g., enhancing security protocols, employee training, etc.].

We recommend you take the following precautions to protect your information: [list any recommended actions, e.g., monitoring bank statements, changing passwords].

If you have any questions or concerns, please do not hesitate to contact us at [contact information]. We value your understanding and patience during this difficult time.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]