

# Network Compromise Disclosure Letter

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a recent incident involving the compromise of our network, which may have affected your personal information. On [insert date of incident], we discovered unauthorized access to our systems.

Upon detection, we immediately initiated an investigation and took steps to secure our network. We have confirmed that the following types of information may have been accessed:

- [Type of data]
- [Type of data]
- [Type of data]

We are committed to protecting your information and have implemented additional security measures to prevent future incidents. We encourage you to take the following steps to safeguard your information:

- [Recommended action]
- [Recommended action]
- [Recommended action]

If you have any questions or concerns regarding this incident, please do not hesitate to contact us at [insert contact information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]