

Letter of Responsibility for Data Breach

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a recent incident regarding a data breach that has affected your personal information. We take this matter seriously and are committed to transparency and accountability.

We acknowledge our responsibility in this situation and understand the potential risks it poses. We are currently taking steps to investigate the incident thoroughly and to mitigate any further issues. Measures have been put in place to enhance our security protocols and prevent any future breaches.

We value your trust and are genuinely sorry for any distress this incident may have caused. We encourage you to monitor your accounts and report any suspicious activity. Should you have any questions or need assistance, please do not hesitate to reach out to our support team at [Phone Number] or [Email Address].

Thank you for your understanding. We are dedicated to resolving this matter promptly and ensuring your information remains secure.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]