

# Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to provide you with reassurance regarding the recent data breach incident that occurred on [date of breach].

We understand the concerns it may have raised and want to assure you that your security is our top priority. Here are the measures we have taken to enhance our security protocols:

- **Incident Response:** We acted promptly to contain the breach, limiting any potential impact on our valued customers.
- **Security Audit:** A comprehensive audit of our systems has been performed to identify vulnerabilities.
- **Enhanced Security Protocols:** We have implemented advanced security measures, including [list specific measures, e.g., multi-factor authentication, encryption].
- **Employee Training:** All staff members have undergone training on security best practices and data protection.

Furthermore, we have been in contact with law enforcement and are actively cooperating with them to investigate the breach thoroughly.

We appreciate your understanding and patience as we work to enhance our security framework. Should you have any questions or require further information, please do not hesitate to contact us at [contact information].

Thank you for your continued trust in us.

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