

Notice of Security Incident

Dear [Customer's Name],

We are writing to inform you of a recent security incident that may have affected your personal data. On [date], we discovered that [brief description of the incident].

At [Company Name], the security of your information is of utmost importance to us, and we have taken immediate steps to address the situation, including [actions taken].

We have also engaged with [law enforcement/external cybersecurity experts] to assist with the investigation and ensure that such incidents do not happen in the future.

As a precautionary measure, we recommend that you [provide specific advice on protecting their personal information, e.g., change passwords, monitor accounts].

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

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work through this matter.

Thank you for your continued trust in [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]