

Cyber Incident Notice

Date: [Insert Date]

Recipient: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to inform you about a recent cyber incident that may have affected your personal information. On [Insert date of incident], our systems experienced a security breach that could have resulted in unauthorized access to your data.

We take this matter very seriously and are doing everything we can to investigate the incident and protect your information. We have engaged cybersecurity experts to help us assess the situation and to implement measures to prevent future occurrences.

While we believe that the impact on your personal data is minimal, we recommend that you take the following steps to protect yourself:

- Monitor your accounts for any unauthorized transactions.
- Change your passwords and use strong, unique passwords for each of your accounts.
- Consider placing a fraud alert on your credit file.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue.

Thank you for your attention to this important matter.

Sincerely,

[Your Company Name]

[Your Title]

[Your Contact Information]