

Security Breach Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a recent security breach that may have affected your personal information. On [Insert Date of Breach], we detected unauthorized access to our systems.

We take the security of your information very seriously, and we have taken immediate steps to mitigate the breach and prevent any future incidents. These steps include:

- Investigation of the breach
- Enhanced security measures
- Notification of relevant authorities

Your personal information that may have been affected includes [describe types of information]. While we are not aware of any misuse of your data, we encourage you to take the following steps to protect yourself:

- Monitor your accounts for suspicious activity
- Change your passwords and use strong, unique passwords
- 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 apologize for any inconvenience this may have caused and appreciate your understanding.

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