

# Data Breach Notification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Notification of Data Breach

Dear [Supplier Contact Name],

We are writing to inform you of a data breach that has affected our records, potentially involving your data. We take this matter very seriously and are committed to ensuring the security of your information.

Details of the breach are as follows:

- Date of breach: [Insert Date]
- Description of breach: [Brief description]
- Data involved: [Types of data]

We have taken immediate steps to contain the breach and are currently investigating the full impact. We will keep you informed as we learn more about the situation.

In the meantime, we recommend that you take the following precautions:

- Monitor your accounts for any suspicious activity.
- Change passwords and implement two-factor authentication.
- Contact us if you notice any unusual activity.

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

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]