

# Data Breach Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are writing to inform you of a data breach that may have affected your organization. On [Insert Date of Breach], our systems experienced an unauthorized access incident which may have compromised certain data.

While we are still investigating the full impact of this breach, we believe that some of your data may have been accessed. The types of information potentially involved include [list types of data, e.g., names, addresses, payment information].

We take this matter very seriously and are implementing measures to mitigate further risks. We recommend that you take the following actions:

- Review your accounts and monitor for any suspicious activity.
- Change passwords and secure your accounts.
- Contact your financial institutions if you notice any unauthorized transactions.

We are committed to keeping you informed as we continue our investigation. If you have any questions or need further information, please do not hesitate to contact us at [Insert Contact Information].

We sincerely apologize for any inconvenience this incident may cause and appreciate your understanding.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Contact Information]