

Data Breach Notification

Date: [Insert Date]

To: [Business Partner Name]

[Business Partner Address]

Dear [Business Partner Name],

We are writing to inform you of a data breach that occurred on [Insert Date of Breach]. We take the privacy and security of our partners' information seriously, and we are committed to ensuring transparency during this process.

During our investigation, we discovered that [briefly describe what occurred, e.g., unauthorized access, data compromise]. As a result, the following types of data may have been compromised: [list types of data, e.g., names, email addresses, etc.].

We have taken immediate steps to address the situation, including [list corrective actions taken, e.g., securing systems, notifying authorities]. Additionally, we are offering [any support, e.g., credit monitoring, identity theft protection services] to help mitigate any potential risk to your information.

We encourage you to take the following precautions: [suggest actions for the business partner, e.g., monitoring accounts, changing passwords]. If you have any questions or require further assistance, please do not hesitate to reach out to us at [Insert Contact Information].

We sincerely apologize for any concern this incident may have caused. We are fully committed to safeguarding your information and preventing any future breaches.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]