

# Data Breach Notification

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Law Enforcement Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Law Enforcement Officer's Name],

We are writing to inform you of a data breach that occurred on [Insert Date of Breach]. Our organization discovered that unauthorized access to our systems may have compromised sensitive information of our clients and employees.

Details of the incident are as follows:

- Date of Breach: [Insert Date]
- Type of Data Involved: [Insert types of data, e.g., names, social security numbers]
- Number of Individuals Affected: [Insert number]
- Actions Taken: [Insert actions taken to mitigate the breach]

We take this matter very seriously and have initiated an investigation to understand the full scope of the breach. We have also informed affected individuals and are working to assist them in protecting their information.

We are cooperating fully with the ongoing investigation and will provide any additional information you may require. Please do not hesitate to contact us at [Insert Contact Information] if you have any questions or need further details regarding this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]