

# Data Breach Notification

Date: [Insert Date]

To: [Media Outlet Name]

Dear [Media Outlet Contact],

We regret to inform you that we have experienced a data breach involving sensitive information related to our customers. The breach occurred on [insert date of breach] and has affected [insert number of affected individuals or customers].

The compromised information may include names, email addresses, phone numbers, and in some cases, payment information. We are currently conducting a thorough investigation and have taken immediate steps to secure our systems and prevent future breaches.

We recommend that affected individuals remain vigilant and monitor their accounts for any suspicious activity. We are providing affected customers with resources to help protect their personal information.

We appreciate your assistance in helping us inform the public about this incident. If you have any questions or need further information, please do not hesitate to contact us at [insert contact information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]