

# Data Breach Notification

Date: [Insert Date]

To: [Shareholder Name]

From: [Company Name]

Subject: Important Notification Regarding Data Breach

Dear [Shareholder Name],

We are writing to inform you of a recent incident that may have compromised personal data related to our shareholders. On [insert date of breach], we discovered unauthorized access to our systems that contained sensitive information.

While we have taken immediate steps to secure our systems and mitigate any further risks, we believe it is important to keep you informed about this matter. The affected data may include your name, address, and investment details.

We recommend that you monitor your accounts for any suspicious activities and consider the following steps to protect your information:

- Change your passwords for any accounts associated with our company.
- Enable two-factor authentication where available.
- Review your financial statements regularly for discrepancies.

If you suspect any misuse of your information, please do not hesitate to contact us at [insert contact information].

We sincerely apologize for any inconvenience this may cause and assure you that we are taking this matter very seriously.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]