

Cybersecurity Breach Acknowledgment

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Recipient's Name],

We are writing to inform you that we have recently experienced a cybersecurity breach that may have affected your personal information. We take this matter very seriously and want to assure you that we are taking all necessary steps to respond to this incident.

On [date of breach], we discovered unauthorized access to our systems. There is a possibility that some of your data, including [describe types of data affected, e.g., names, email addresses, etc.], may have been compromised.

We are currently investigating the situation and have already implemented additional security measures to prevent future breaches. We are also working with cybersecurity experts to assess the damage and secure our systems.

As a precaution, we recommend that you monitor your accounts closely and consider changing your passwords. Additionally, you may want to take advantage of credit monitoring services, which we can help facilitate.

If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

We apologize for any inconvenience this may cause and appreciate your understanding as we work through this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]