

# Cybersecurity Breach Acknowledgement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a cybersecurity breach that occurred on [Insert Date of Breach]. We take the protection of your personal information very seriously, and we want to keep you fully informed of the situation.

The breach involved [briefly describe the nature of the breach, e.g., unauthorized access to personal data]. We have taken immediate steps to contain the breach and are currently investigating the incident to understand its impact and prevent future occurrences.

In accordance with applicable laws, we recommend that you take the following actions:

- Monitor your accounts for any unauthorized activity.
- Change your passwords for online accounts, particularly those that contain sensitive information.
- Consider placing a fraud alert on your credit report.

We value your trust and are committed to protecting your information. If you have any questions regarding this incident, please do not hesitate to contact our legal team at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]