

Formal Notification of Cybersecurity Data Breach

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a cybersecurity data breach that occurred on [Insert Date of Breach]. The breach has resulted in unauthorized access to certain sensitive information within our systems.

We take this matter very seriously and have taken immediate steps to investigate the incident, mitigate the effects of the breach, and strengthen our security protocols to prevent future occurrences.

Details of the breach include:

- **Date of the Incident:** [Insert Date]
- **Type of Information Involved:** [Describe the Information]
- **Number of Affected Individuals:** [Insert Number]

We have notified law enforcement and are cooperating with their investigation. Additionally, we recommend that you take precautions by monitoring your accounts and reporting any suspicious activity.

If you have further questions or require more details, please do not hesitate to contact us at [Insert Contact Information]. Your security and trust are of utmost importance to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]