

Legal Response to Cybersecurity Breach Notification

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge receipt of your notification regarding the cybersecurity breach that occurred on [date of breach]. We take these matters very seriously and are committed to protecting our data and the personal information of our clients.

Please provide us with further details regarding the breach, including:

- The nature of the breach;
- Specific data that has been compromised;
- Measures being taken to mitigate the effects of the breach;
- Recommendations for our actions moving forward.

We would also like to understand your incident response protocol and the timeline for notifications and updates. Ensuring the safety and security of our information is paramount, and we appreciate your cooperation in this matter.

Thank you for your attention to this urgent issue. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]