

Notification of Cybersecurity Breach

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a cybersecurity breach that occurred on [Insert Date of Breach]. Our initial investigation indicates that unauthorized access to our systems may have compromised sensitive data.

Actions Taken

1. Immediate containment measures were implemented to secure affected systems.
2. A comprehensive investigation is underway, involving both internal and external cybersecurity experts.
3. Enhanced security protocols and monitoring systems have been established.
4. We are notifying affected individuals and offering free credit monitoring services.

Future Preventive Measures

To prevent such incidents in the future, we are committed to:

- Conducting regular security audits and vulnerability assessments.
- Providing ongoing cybersecurity training for all employees.
- Upgrading our technological defenses and firewalls.
- Implementing an incident response plan that is regularly tested.

We take this matter very seriously and are dedicated to ensuring the security of our systems and your data. We appreciate your understanding as we work through this situation.

Should you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company]