

# Cyber Attack Disclosure

Date: [Insert Date]

To: [Recipient's Name / Company]

From: [Your Name / Company]

Dear [Recipient's Name],

We are writing to inform you about a recent cyber attack that has impacted our organization. On [insert date of the attack], we detected unauthorized access to our systems that may have compromised sensitive information.

We are currently conducting a thorough investigation to assess the extent of the breach and to identify any affected data. Our priority is to ensure the security of your information and to prevent future incidents.

We advise you to take the following precautions:

- Change your passwords and enable two-factor authentication where possible.
- Monitor your accounts for any unusual activity.
- Be cautious of phishing attempts related to this incident.

If you have any questions or require additional information, please do not hesitate to contact us at [insert contact information].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]