

# Cybersecurity Incident Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Company Name]

Subject: Notification of Cybersecurity Incident

Dear [Recipient's Name],

We are writing to inform you about a cybersecurity incident that has occurred on [Date of Incident]. We take the security of your personal information seriously and want to keep you informed about the situation.

Details of the Incident:

- Incident Description: [Brief description of what happened]
- Nature of the Data Involved: [Types of data compromised]
- Date and Time of the Incident: [Specific time and date]

We have taken the following steps to address the incident:

- [Action Taken 1]
- [Action Taken 2]
- [Action Taken 3]

We recommend the following to protect yourself:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information]. We appreciate your understanding as we work to resolve this issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]