

# IT Security Breach Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are writing to inform you of a recent incident that may have involved your personal information. On [Insert Date of Breach], we discovered a security breach that resulted in unauthorized access to certain data within our systems.

While we have taken immediate steps to secure our systems and investigate the incident, we believe it is important to notify you of this breach as it may affect your personal information, including [Insert Types of Data Involved].

We recommend that you take the following steps to protect your information:

- Monitor your accounts for any suspicious activity.
- Change your passwords and use strong, unique passwords for each account.
- Consider placing a fraud alert on your credit file.

If you have any questions or require further assistance, 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 to resolve this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]