

Notice of Sensitive Information Exposure

Date: [Insert Date]

Dear [Recipient Name],

We are writing to inform you about a security incident that may have involved your sensitive information. We take the protection of your personal data seriously and want to ensure that you are aware of the situation.

On [Incident Date], we discovered that [Brief Description of the Incident]. As a result, certain sensitive information may have been exposed, including but not limited to:

- [Type of Information 1]
- [Type of Information 2]
- [Type of Information 3]

We have taken immediate steps to address the issue, including [Outline of Actions Taken]. We are also working with [Any Relevant Authorities] to further investigate the incident.

We recommend that you take the following precautions:

- [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 apologize for any inconvenience this may cause and appreciate your understanding as we work through this situation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]