

# Cybersecurity Breach Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Government Agency]

[Address]

Dear [Recipient's Name],

We are writing to inform you of a cybersecurity breach that was detected on [Date of Breach]. This incident involved unauthorized access to sensitive data pertaining to [Brief Description of the Data Affected]. Our initial investigation indicates that the breach may have affected [Number of Records/Individuals Affected].

Upon discovery of the breach, we initiated immediate measures to contain the incident and ensure the security of our systems. We have taken the following steps:

- Conducted a thorough investigation to assess the extent of the breach.
- Implemented enhanced security protocols to prevent future incidents.
- Informed law enforcement and relevant authorities.

We take this situation seriously and are committed to protecting the integrity of the data we manage. We recommend that you take the following precautions:

- Monitor personal accounts and report unauthorized activity.
- Change passwords and security questions for affected accounts.
- Consider placing fraud alerts on credit reports.

For further information, please contact our office at [Contact Information] or visit our website at [Website URL]. We appreciate your understanding and cooperation as we work through this situation.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Government Agency]