

Notice of Data Breach

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a recent cybersecurity incident that may have affected your personal health information. On [insert breach date], we detected unauthorized access to our systems and immediately initiated an investigation.

As a result of this incident, we believe that some of your personal information, including [list types of information affected, e.g., medical records, billing information], may have been accessed by an unauthorized individual.

We want to assure you that we are taking this matter very seriously and have implemented additional security measures to protect your information. We are also working diligently to enhance our security protocols to prevent similar incidents in the future.

To help you protect yourself, we recommend that you:

- Monitor your accounts for any suspicious activity.
- Consider placing a fraud alert on your credit report.
- Review your medical records for any inaccuracies.

If you have any questions or need further assistance, please contact our dedicated helpline at [insert phone number] or email us at [insert email address].

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

Sincerely,

[Your Name]

[Your Title]

[Healthcare Institution Name]

[Contact Information]