

# Important Notice Regarding a Cybersecurity Incident

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of a cybersecurity incident that may have affected your personal information. At [Company Name], we value your privacy and want to ensure you are aware of this situation.

On [Date of Incident], we discovered that unauthorized individuals gained access to our systems. The investigation revealed that [describe nature of the breach, e.g., personal information may have been accessed or compromised].

Although we have taken steps to secure our systems and mitigate potential impacts, it is important for you to take precautions to protect your information. We recommend [insert specific recommendations, such as monitoring your accounts, changing passwords, etc.].

We are also providing you with [details of any support offered, such as credit monitoring services]. To access this service, please [provide instructions].

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]