

# Notice of Cybersecurity Breach

Date: [Insert Date]

Dear [Stakeholder's Name],

We are writing to inform you about a recent cybersecurity incident that may have affected your information. On [insert date of breach], we detected unauthorized access to our systems, which may have compromised sensitive data.

Details of the Incident:

- Date of Incident: [Insert date]
- Nature of Breach: [Describe nature of breach]
- Data Compromised: [Describe compromised data]

We want to assure you that we take this matter seriously and have already taken steps to mitigate the impact:

- Implemented additional security measures
- Engaged a cybersecurity firm to investigate
- Notified relevant authorities

To protect yourself, we recommend that you:

- Change your passwords immediately
- Monitor your accounts for unusual activity
- Report any suspicious incidents to us at [contact information]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to address this situation. Your security is our priority.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]