

# Notice of Data Breach

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a data breach that may have involved your personal health information. We take the privacy and security of your information seriously and are committed to complying with all applicable healthcare privacy regulations, including the Health Insurance Portability and Accountability Act (HIPAA).

On [Date of Incident], we discovered that an unauthorized individual accessed our systems and may have obtained your data. The information that may have been compromised includes [list types of information].

Upon discovering the breach, we took immediate actions to secure our systems, including [describe actions taken]. We have also reported the incident to the relevant authorities.

As required by law, we are notifying you of this incident so you can take appropriate steps to protect your information. We recommend that you monitor your accounts closely and consider [mention additional protective measures].

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

Thank you for your understanding as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]