

Utility Data Privacy Notice

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you of a recent data breach that may have involved your personal information. Your privacy and security are of utmost importance to us, and we want to provide you with information regarding the incident.

What Happened:

[Brief description of the data breach incident, including when and how it occurred.]

Information Involved:

[List the types of personal information that may have been compromised.]

Actions We Are Taking:

[Outline the steps being taken to address the breach, including any corrective actions and future prevention measures.]

Your Rights:

[Provide information on what affected customers can do, including any steps for monitoring their information for unauthorized use.]

Please feel free to reach out if you have any questions or require further assistance.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]