

Security Breach Notification

Date: [Insert Date]

To: [Business Partner's Name]

[Business Partner's Company Name]

[Business Partner's Address]

Dear [Business Partner's Name],

We are writing to inform you of a recent security breach that may have affected your information. On [insert date of discovery], we discovered that unauthorized access to our systems occurred, potentially compromising the personal and sensitive data of our partners.

We take this matter very seriously and have undertaken immediate steps to contain the breach and mitigate any potential harm. We are currently conducting a thorough investigation to determine the extent of the breach and the specific data affected.

We recommend that you monitor your accounts and take precautionary measures to protect your information. Additionally, we will keep you updated as we learn more about the situation.

If you have any questions or concerns, please do not hesitate to reach out to us at [insert contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]