

Security Breach Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To: [Regulatory Agency Name]

[Agency Address]

[City, State, ZIP Code]

Subject: Notification of Security Breach

Dear [Recipient's Name],

We are writing to inform you of a security breach that occurred on [Insert Date of Breach]. This incident may have resulted in the unauthorized access to personal information of [insert number of affected individuals] individuals.

The types of information that were affected include:

- [Type of Information A]
- [Type of Information B]
- [Type of Information C]

Upon discovering the breach, we took immediate steps to contain it and began investigating the circumstances surrounding the incident. We have implemented additional security measures to safeguard our systems and prevent future breaches.

As required by [insert relevant law or regulation], we are providing this notification to inform you of the situation and to cooperate fully with your agency in any further investigation.

For more information regarding this matter, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]