

Security Breach Notification

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company's Name]

Subject: Notification of Security Breach

Dear [Vendor's Contact Name],

We are writing to inform you of a security breach that has affected our systems and may involve your data. On [insert date of breach], we detected unauthorized access to our network, which may have compromised some of the information we hold.

We are currently investigating the incident and are taking measures to secure our systems. We recommend that you take the following steps to protect your information:

- Monitor your accounts for any suspicious activity.
- Change your passwords and use strong, unique passwords for all accounts.
- Enable two-factor authentication where possible.

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information]. We will keep you updated as our investigation continues.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[Your Company's Phone Number]

[Your Company's Email]