

Important Security Notice

Date: [Insert Date]

Dear [Client's Name],

We are reaching out to inform you about a recent cybersecurity incident that may have affected your personal information. At [Your Company Name], we take your privacy and security very seriously.

On [Insert Incident Date], we detected suspicious activity within our systems. Upon investigation, we found that some of your data may have been compromised. This includes [briefly describe type of data, e.g., names, email addresses, etc.].

We want to assure you that we are actively working to rectify this situation. Here are the steps we are taking:

- Immediately securing our systems and conducting a thorough investigation.
- Engaging with cybersecurity experts to enhance our security protocols.
- Notifying law enforcement and relevant authorities.

Please remain vigilant against potential phishing attempts or fraudulent communications that may arise as a result of this incident. We recommend that you change your passwords and monitor your accounts closely.

If you have any questions or need further assistance, please contact our dedicated support team at [Contact Information].

We deeply regret any inconvenience this incident may cause and appreciate your understanding as we navigate this issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]