

Data Breach Notification

Date: [Insert Date]

To: [Business Partner Name]

[Business Partner Address]

Dear [Business Partner Name],

We are writing to inform you of a data breach that may have involved your business information. On [insert date of breach], we discovered unauthorized access to our systems, which may have compromised sensitive data.

We take this matter very seriously and are currently investigating the breach. At this point, we believe that the following information may have been affected:

- [Type of Data, e.g., email addresses, financial information]
- [Additional Type of Data]

We are implementing measures to ensure the integrity of our systems and prevent future incidents. We recommend that you monitor your accounts closely and take necessary precautions to safeguard your information.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information]. We value your partnership and are committed to keeping you informed.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]