

Data Breach Notification

Date: [Insert Date]

To: [Insert Legal Counsel's Name]

From: [Your Name/Company Name]

Dear [Legal Counsel's Name],

We are writing to inform you of a data breach that has occurred within our organization. On [insert date of breach discovery], we detected unauthorized access to our systems, which may have compromised sensitive information.

Details of the incident are as follows:

- **Date of Breach:** [Insert Date]
- **Nature of Breach:** [Describe how the breach occurred]
- **Data Affected:** [List types of data exposed]
- **Number of Individuals Affected:** [Insert Number]

We have taken immediate steps to mitigate the impact of this breach, including [insert remedial actions taken]. We are also working with [insert relevant authorities/experts] to investigate the breach further.

Please review this matter and advise us on the necessary legal obligations and potential next steps we should take to comply with applicable laws and regulations.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]