

# Data Breach Notification

Date: [Insert Date]

To: [Media Outlet Name]

Subject: Important Data Breach Notification

Dear [Media Outlet Contact/Editor],

We are writing to inform you about a recent data breach that has affected [Company/Organization Name], which may impact our customers and stakeholders. The breach occurred on [Insert Date of Breach] and was discovered on [Insert Discovery Date].

The unauthorized access involved [briefly describe the information compromised, e.g., personal data, financial information] of approximately [number] individuals. We take this matter very seriously and have taken immediate steps to investigate the breach, secure our systems, and mitigate any potential harm.

We are committed to transparency and will provide further updates as we learn more about the situation. For further inquiries, please contact [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]