

# Data Breach Notification

Date: [Insert Date]

To: [Regulatory Authority Name]

Address: [Regulatory Authority Address]

Dear [Regulatory Authority Name],

We are writing to inform you of a data breach that occurred on [Insert Date of Breach]. We have identified that certain personal data belonging to individuals has been compromised as a result of this incident.

## Details of the Breach:

- Date of Breach: [Insert Date]
- Date of Notification: [Insert Date]
- Description of the Incident: [Briefly describe how the breach occurred and the nature of the data involved]
- Number of affected individuals: [Insert Number]

## Types of Personal Data Involved:

[List the types of personal data that were compromised, e.g., names, contact details, social security numbers, etc.]

## Measures Taken:

[Outline the steps taken to mitigate the damage and prevent future breaches, e.g., investigation, system upgrades, employee training, etc.]

## Contact Information:

If you require further information, please contact us at:

Email: [Insert Email Address]

Phone: [Insert Phone Number]

We take this matter very seriously and are committed to ensuring the security of personal data. Thank you for your attention to this critical issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]