

Data Breach Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Customer/Employee Name],

We are writing to inform you of a data breach that has occurred at [Your Company Name]. We take this matter very seriously and are committed to protecting your information.

On [Date of Breach], we discovered unauthorized access to our systems which may have involved your personal information, including [describe the type of information exposed, e.g., name, email address, social security number, etc.].

We have taken immediate steps to secure our systems and are conducting a thorough investigation. We recommend that you [include any recommended actions, such as monitoring accounts, changing passwords, etc.].

If you have any questions or need further assistance, please contact our support team at [contact information]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]