

Notification of Security Breach

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Your Company Name]

Dear [Recipient Name],

We are writing to inform you of a recent security breach that occurred at our premises on [Insert Date of Breach]. It has come to our attention that unauthorized individuals accessed our facilities without proper authorization.

Details of the Incident:

- Date of Incident: [Insert Date]
- Time of Incident: [Insert Time]
- Location: [Insert Specific Location]
- Description: [Briefly Describe the Incident]

We take the security of our premises and the safety of our guests very seriously. As such, we are currently investigating this incident and have taken steps to enhance our security measures to prevent future occurrences.

We encourage all guests to remain vigilant and report any suspicious activity to our security team immediately. If you have any questions or concerns regarding this incident, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]