

Important Security Notification

Dear [Client's Name],

We are writing to inform you about a recent security breach that has affected our systems. Your account may have been compromised, and we take this matter very seriously.

On [Date of Breach], we discovered that unauthorized access was gained to our database, which may have exposed your personal information, including [list of exposed information, e.g., names, email addresses, financial information].

We have taken immediate steps to secure our systems and are working closely with cybersecurity experts to investigate the breach. We recommend that you take the following actions to protect your account:

- Change your password immediately.
- Monitor your account statements for any suspicious activity.
- Consider enrolling in a credit monitoring service.

Your security is our top priority, and we are committed to resolving this situation promptly. If you have any questions or need further assistance, please contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]