

Important Advisory on Personal Information Exposure

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about a recent incident that may have exposed your personal information.

On [date of incident], we discovered a potential breach in our system that could have compromised some of your personal data, including [specific types of personal information]. We have taken immediate steps to address this issue and to secure our systems.

To ensure your safety, we recommend that you take the following precautions:

- Change your passwords for accounts that may be affected.
- Monitor your financial statements and report any unauthorized transactions.
- Consider placing a fraud alert on your credit report.

We value your trust and are committed to protecting your personal information. If you have any questions or concerns, please do not hesitate to contact our customer support at [phone number] or [email address].

Thank you for your understanding.

Sincerely,
[Your Company Name]
[Your Company's Contact Information]