

Important Notification Regarding Your Data Privacy

Dear [Client's Name],

We are writing to inform you of a recent data privacy incident that may have affected your personal information. On [date of breach], we discovered that unauthorized access was gained to our systems, which may include some of your data.

We take your privacy very seriously and have taken immediate steps to investigate the matter and strengthen our security measures. We deeply regret any inconvenience this may cause and want to assure you that we are committed to protecting your information.

As a precaution, we recommend that you take the following steps to safeguard your information:

- Change your passwords for all accounts.
- Monitor your financial statements for any suspicious activity.
- Consider enrolling in a credit monitoring service.

If you have any questions or require further information, please do not hesitate to contact us at [contact information].

Thank you for your understanding and support during this time.

Sincerely,
[Your Name]
[Your Position]
[Company Name]