

# Important Notice: Data Breach Incident

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you of a recent data breach incident that may have involved your personal information. Your trust is important to us, and we want to ensure you are aware of the situation.

On [insert date of incident], we discovered that unauthorized access to our systems may have compromised certain customer data, including [describe the type of data, e.g., names, email addresses, payment information].

We have taken immediate steps to secure our systems and are working diligently to investigate the breach. We have also notified law enforcement and relevant authorities.

While we believe that your information may have been affected, we urge you to take steps to protect yourself. We recommend that you:

- Monitor your account statements for any unauthorized transactions.
- Change your passwords for your accounts.
- Consider placing a fraud alert on your credit report.

We sincerely apologize for this incident and are committed to preventing future occurrences. If you have any questions or need further assistance, please contact our customer service team at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Company's Name]

[Your Company's Contact Information]