

# Important Notice Regarding Your Data Security

Dear Valued Customer,

We are reaching out to inform you of a recent data compromise incident that may have affected your personal information. Your security and trust are of utmost importance to us, and we want to provide you with clear and transparent information about this situation.

## What Happened?

On [date], we discovered that our systems had been compromised by an unauthorized third party. As a result, certain personal information, including [specify types of data, e.g., names, email addresses, and other sensitive information], may have been accessed.

## What We Are Doing

We have taken immediate steps to mitigate the impact of the breach, including:

- Engaging cybersecurity experts to enhance our security measures.
- Notifying law enforcement agencies to investigate the situation.
- Offering complimentary credit monitoring services to affected customers.

## What You Can Do

While we have taken steps to protect your information, we encourage you to take the following precautions:

- Monitor your accounts for any unauthorized transactions.
- Change your passwords for online accounts, especially those related to financial institutions.
- Consider enrolling in the credit monitoring services we are providing.

## Questions or Concerns?

If you have any questions or concerns regarding this incident, please do not hesitate to contact our customer service team at [phone number] or [email address]. We are here to assist you.

Thank you for your understanding and support during this time.

Sincerely,

[Your Company Name]

[Your Company Contact Information]