

Breach Notification Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Notice of Data Breach

Dear [Recipient's Name],

I am writing to inform you about a recent security incident that occurred at [Your Company Name].

Our top priority is to maintain the security and privacy of our customers' data, and we deeply regret to inform you that on [Date of the Breach], we discovered a data breach that affected a portion of our systems containing sensitive information.

Our internal security team, upon detecting the breach, immediately launched an investigation to assess the extent of the incident and to implement measures to prevent similar occurrences in the future. The investigation revealed that unauthorized access was gained to [description of the compromised data, e.g., user accounts, personal information, financial data, etc.]. We are working diligently to understand the full scope and impact of the breach.

The following information may have been compromised:

1. [List of potentially affected data categories]

At this stage, we have no evidence to suggest that the breached data has been misused or

accessed for malicious purposes. However, we strongly recommend that you take precautionary measures to protect your information. We have engaged third-party cybersecurity experts to assist us in enhancing our security protocols and conduct a thorough audit of our systems to prevent future breaches.

In response to this unfortunate event, we have already taken the following actions:

1. Notified the appropriate authorities and regulators as required by law.
2. Notified all affected customers, informing them of the breach and the potential impact.
3. Reset passwords and implemented multi-factor authentication for all affected accounts.
4. Strengthened our security measures to prevent similar breaches in the future.

As a valued customer of [Your Company Name], we deeply apologize for any inconvenience or concern this incident may cause you. We take the security and privacy of your data very seriously and are committed to taking all necessary steps to prevent such incidents in the future.

If you have any questions or require further information, please do not hesitate to contact our dedicated support team at [Support Email Address] or [Support Phone Number]. We are available to assist you during [support hours and days].

Once again, we apologize for any inconvenience this has caused and appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]