

Formal Breach Notification Letter to Customers

Subject: Important Notice Regarding Data Breach

Dear [Customer Name],

We regret to inform you that on [date], our organization experienced a data breach that may have compromised certain personal information associated with your account. The affected information may include [list types of information]. Please note that your payment details such as credit card numbers were not impacted.

As soon as the breach was discovered, we took immediate steps to secure our systems and engaged independent cybersecurity experts to investigate the incident. We have also reported the breach to the relevant authorities as required by law.

We strongly recommend that you monitor your accounts for unusual activity and consider updating your passwords. To support you, we are offering free credit monitoring services for the next [X months].

We sincerely apologize for this incident and any inconvenience it may cause. Protecting your data is our highest priority, and we are taking additional measures to strengthen our security systems.

Sincerely,

[Your Name]

[Position]

[Organization Name]

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