

Preliminary Breach Notification Message

Subject: Preliminary Notification of Potential Data Breach

Dear [Recipient],

This is to inform you that we have recently identified a potential security incident that may have involved unauthorized access to certain data. At this time, we are still investigating the scope and details of the incident.

We are sharing this preliminary notification so you are aware of the situation. As soon as we complete our investigation, we will provide you with a full report and recommended next steps.

We take this matter very seriously and are committed to keeping you informed.

Sincerely,

[Your Name]

[Organization]

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