

General Data Breach Notification Letter

Subject: Important Notice Regarding Your Data Security

Dear [Recipient Name],

We are writing to inform you that our systems recently detected a data security incident that may have affected your personal information. Protecting your privacy is our top priority, and we wanted to notify you immediately.

The information potentially impacted includes [list types of data]. We have already taken steps to secure our systems and prevent further unauthorized access.

We encourage you to [recommend steps: change passwords, monitor accounts, etc.]. For any questions or concerns, please contact our support team at [contact details].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

Sincerely,

[Your Company Name]

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