

# Hipaa Breach Notification Letter

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Notice of Potential HIPAA Breach

Dear [Recipient's Name],

I am writing to inform you about a potential breach of protected health information (PHI) that may have occurred at [Your Organization]. The privacy and security of your personal health information are of utmost importance to us, and we take this matter very seriously.

On [Date of Incident], we became aware of a situation that could potentially involve unauthorized access to your PHI. We immediately initiated an investigation to determine the nature and scope of the incident. Our investigation revealed that [brief description of the incident, e.g., a lost laptop, a cybersecurity breach, etc.], which may have exposed certain pieces of PHI.

The type of information that may have been accessed includes:

- [List specific types of PHI that may have been compromised, such as names, addresses, medical record numbers, treatment information, etc.]

We want to assure you that we have taken swift action to address this situation and to prevent any further unauthorized access. We have engaged [brief details of the steps taken, such as IT security experts, law enforcement, legal counsel, etc.] to help us secure our systems and investigate the incident thoroughly.

As a precautionary measure, we recommend that you take the following steps:

1. Monitor your accounts: Regularly review your financial and medical accounts for any unusual activity. If you notice any discrepancies, promptly report them to the respective institutions.
2. Change passwords: Consider changing passwords for your accounts related to [Your Organization] and any other accounts that may have been accessed using the same login credentials.
3. Be cautious of phishing attempts: Be wary of any unsolicited communications, especially those requesting personal or financial information. Do not click on any links or download attachments from unknown sources.
4. Obtain a copy of your credit report: You are entitled to a free copy of your credit report annually from each of the major credit reporting agencies. Review your credit report for any unauthorized activity.

We sincerely apologize for any inconvenience this incident may have caused and want to assure you that we are committed to preventing such incidents in the future. We are reviewing our security protocols and implementing additional measures to strengthen the protection of your PHI.

If you have any questions or concerns about this incident or need further assistance, please do not hesitate to contact our dedicated [Contact Person Name] at [Contact Person's Phone Number] or [Contact Person's Email Address].

Once again, we deeply regret any concern this may cause and appreciate your understanding and continued trust in [Your Organization].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]