

Formal HIPAA breach notification

Subject: Notification of Breach of Protected Health Information

Dear [Patient Name],

We are writing to inform you of a recent incident that may have compromised the security of your protected health information (PHI). On [Date of Breach], [Description of Incident] occurred, potentially affecting your personal health information.

The PHI involved may include [specific types of information]. We have taken immediate steps to contain the incident, investigate the breach, and mitigate potential harm.

You are encouraged to review your account statements, monitor for any unusual activity, and take steps to protect your information. Additional resources are available at [Resource Link/Contact Info].

We sincerely regret this incident and are committed to safeguarding your information in the future.

Please contact [Contact Name] at [Phone/Email] with any questions.

Sincerely,

[Your Name]

[Title/Position]

[Organization Name]

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