

Heartfelt breach notification

Subject: Important Notification Regarding Your Protected Health Information

Dear [Patient Name],

It is with regret that we inform you of a recent security incident affecting your protected health information (PHI). On [Date], [Brief Description of Incident] resulted in potential exposure of certain PHI.

We understand the sensitivity of this information and sincerely apologize for any inconvenience or concern this may cause. Measures have been taken to mitigate risks and prevent similar incidents in the future.

Please review the enclosed steps you can take to protect your information and contact our privacy officer at [Contact Info] for any assistance.

Sincerely,

[Your Name]

[Title/Position]

[Organization Name]

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