Security Breach Notification Letter

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Important Notice Regarding Security Breach

I am writing to inform you about a recent security incident that may have impacted your personal information and data. At [Your Company's Name], we take the security and privacy of our customers very seriously, and we want to provide you with all the relevant information about this incident.

What Happened?

We recently discovered that there was a security breach in our systems on [Date]. This breach resulted in unauthorized access to certain personal information and data belonging to our customers, including but not limited to names, addresses, email addresses, phone numbers, and [other relevant data categories]. We want to emphasize that no financial or credit card information was compromised during this incident.

Actions Taken

Upon discovering the breach, our security team immediately took steps to contain the situation and secure our systems. We also engaged a leading cybersecurity firm to assist in the investigation and remediation process. Our priority has been to identify the extent of the breach, patch vulnerabilities, and implement additional security measures to prevent similar incidents in the future.

What You Should Do

While we have no evidence that your personal information has been misused, we strongly recommend that you take the following precautions:

1. Monitor your accounts: Regularly review your financial accounts, credit reports, and other relevant

accounts for any suspicious activity. If you notice anything unusual, please contact the respective institution immediately.

2. Change passwords: As a precaution, we recommend changing your password on our platform and any other accounts where you have used the same or similar passwords.

3. Be cautious of phishing attempts: Be vigilant for any unsolicited communications or emails asking for your personal information. Avoid clicking on links or downloading attachments from unknown sources.

We deeply apologize for any inconvenience or concern this incident may have caused. We are committed to preventing similar incidents in the future and have invested in enhancing our security measures.

If you have any questions or need further assistance, please do not hesitate to contact our dedicated support team at [support email/phone number].

Once again, we sincerely apologize for any distress this incident may have caused. Thank you for your continued trust and support.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

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