Formal security breach notification

Subject: Important Notification Regarding Security Breach

Dear [Recipientâ€™s Name],

We regret to inform you that our systems recently experienced a security breach that may have involved your personal data. The breach was detected on [date], and our investigation determined that unauthorized access occurred between [date] and [date]. The potentially affected information includes [list types of data].

We immediately took steps to contain the breach, secured our systems, and engaged cybersecurity experts to assist in the investigation. Additionally, we have reported the incident to the relevant authorities in compliance with applicable regulations.

As a precaution, we strongly recommend that you monitor your accounts for unusual activity and update your passwords. We are also offering [credit monitoring/identity theft protection] services at no cost to you for [duration].

We sincerely apologize for the inconvenience and concern this may cause. Please do not hesitate to reach out to us at [contact details] for further information.

Sincerely,

[Your Full Name]

[Your Job Title]

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