Quick notification email

Subject: Security Alert â€“ Breach Notification

Dear [Recipientâ€™s Name],

We want to let you know that our system experienced a security incident on [date]. While the issue has been resolved, some personal data, such as [type of data], may have been exposed.

Please change your password immediately and remain vigilant for any unusual activity on your accounts. We are providing support through our helpdesk at [contact details].

Your security is our top priority, and we apologize for this incident.

Sincerely,

[Your Company Name]

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