# Apologetic notification letter

Subject: Apology and Notification of Data Security Breach

Dear [Recipientâ€™s Name],

It is with deep regret that we inform you of a security breach discovered on [date]. This incident may have impacted certain personal information associated with your account. We understand that your trust is of utmost importance, and we sincerely apologize for this failure to protect your data.

Our IT team acted immediately to contain the breach, and we have implemented enhanced measures to ensure this does not happen again. We are also working with law enforcement and regulatory agencies to address the matter responsibly.

We value your trust and are committed to transparency. As part of our response, we are offering complimentary [monitoring service] to help protect your identity. Please feel free to contact us with any questions or concerns at [contact information].

We are truly sorry for the inconvenience and distress this may cause.

Respectfully,

[Your Full Name]

[Your Position]

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