Legal style notification

Subject: Mandatory Breach Notification Under [Law/Regulation]

Dear [Recipientâ€™s Name],

This notification is being sent in compliance with [name of law or regulation, e.g., GDPR, HIPAA, CCPA] regarding a security incident that occurred on [date]. Our investigation revealed that unauthorized individuals gained access to [describe type of data].

We are required by law to notify you of this incident and provide information on the steps you can take to protect yourself. We recommend you:

1. Monitor your financial accounts.

2. Update your passwords.

3. Report any suspicious activity to the relevant authorities.

We take these obligations very seriously and have reported this matter to [regulatory authority]. If you have further questions regarding your rights, please reach out to us at [contact details].

Sincerely,

[Your Organization]

Get more templates here:

https://www.lettersandtemplates.com/letters/security-breach-notification-letter