Preliminary breach notification

Subject: Preliminary Notification of Security Breach

Dear [Recipientâ€™s Name],

We are writing to inform you of a potential data security incident currently under investigation. On [date], suspicious activity was detected in our systems. While the scope and impact are still being determined, we believe that some customer data may have been affected.

At this stage, we are unable to confirm the full extent of the exposure. However, we encourage you to take precautionary steps such as changing your passwords and monitoring account activity. Once the investigation concludes, we will provide a comprehensive update.

We appreciate your patience and understanding during this time. Please rest assured we are treating this matter with the highest priority.

Sincerely,

[Your Full Name]

[Your Position]

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