

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Data Privacy Breach

Dear [Recipient Name],

We are writing to inform you of a recent security incident that may have involved your personal information. We take the privacy and security of your data very seriously and want to provide you with details regarding what happened and the steps we are taking.

What Happened?

On [Date of Discovery], we discovered that an unauthorized party gained access to our systems. Based on our investigation, the breach occurred between [Start Date] and [End Date].

What Information Was Involved?

The affected files may have contained the following information:

- Full Name
- Contact Information (Email, Phone Number, Address)
- [Insert specific data type, e.g., Account Number, SSN, or Credit Card Info]

What We Are Doing

Upon discovery, we immediately secured our systems and launched a full investigation. We have also notified law enforcement and relevant regulatory authorities. We are working with cybersecurity experts to enhance our security protocols to prevent this from happening again.

What You Can Do

We recommend that you take the following precautions:

- Monitor your financial accounts and credit reports for any suspicious activity.
- Change your passwords for [Service Name] and any other accounts that use the same credentials.
- Be alert for "phishing" emails or phone calls asking for personal information.

For More Information

If you have any questions or require further assistance, please contact our support team at [Phone Number] or [Email Address].

We sincerely apologize for any concern or inconvenience this incident may cause you.

Sincerely,

[Your Name/Representative Name]
[Your Title]
[Company Name]