

Subject: Important Notice Regarding Your Personal Information

Date: [Insert Date]

Dear [Recipient Name],

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

What Happened?

On [Date of Discovery], we discovered that an unauthorized party gained access to [describe the system or environment, e.g., one of our database servers]. Based on our initial investigation, the incident occurred between [Start Date] and [End Date].

What Information Was Involved?

The affected files may have contained the following types of information:

- Full name
- [Insert specific data type, e.g., Email address, Mailing address]
- [Insert specific data type, e.g., Date of birth]
- [Insert specific data type, e.g., Identification number]

What We Are Doing

Upon learning of the incident, we immediately [describe immediate actions, e.g., secured our systems, launched an investigation, and engaged third-party cybersecurity experts]. We have also notified law enforcement authorities.

What You Can Do

We recommend that you remain vigilant by reviewing your account statements and monitoring free credit reports. You should also consider:

- Changing passwords for your accounts.
- Enabling multi-factor authentication where available.
- Reporting any suspicious activity to the relevant authorities.

For More Information

We regret any concern this incident may cause you. If you have questions or need further assistance, please contact our dedicated support team at [Phone Number] or [Email Address], or visit our website at [Website URL].

Sincerely,

[Sender Name/Signature]

[Title]

[Company Name]