

[Company Letterhead/Logo]

Subject: Notice of Data Security Incident and Mitigation Steps

Dear [Recipient Name],

We are writing to inform you of a recent data security incident involving your personal information and the specific steps we have taken to secure our systems and protect your data.

What Happened?

On [Date of Incident], we identified unauthorized access to [describe affected systems, e.g., our customer database]. Upon discovery, we immediately activated our incident response protocols to contain the threat.

What Information Was Involved?

The incident may have involved the following types of information: [List data types, e.g., name, email address, encrypted password, etc.].

What We Have Done (Mitigation Steps)

To protect your information and prevent a recurrence, we have completed the following actions:

- **Containment:** The affected servers were isolated and unauthorized access was revoked within [Timeframe].
- **Security Patching:** We have identified the vulnerability used during the breach and applied necessary security patches.
- **Password Reset:** As a precaution, we have forced a password reset for all affected accounts.
- **Enhanced Monitoring:** We have implemented advanced 24/7 endpoint monitoring and threat detection tools.
- **Expert Investigation:** We have engaged a third-party cybersecurity firm to conduct a thorough forensic audit of our infrastructure.
- **Law Enforcement:** We have notified [Relevant Authority/Agency] regarding this incident.

What You Can Do

We recommend that you take the following steps to protect your personal information:

- Change your password on any other accounts where you used the same or similar credentials.
- Enable Two-Factor Authentication (2FA) on your accounts where available.
- Be vigilant against unsolicited communications asking for personal or financial information.
- [Optional: Information regarding credit monitoring services, if provided].

For More Information

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

any questions, please contact our dedicated support team at [Phone Number] or via email at [Email Address].

Sincerely,

[Name/Signature]

[Title]

[Company Name]