[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Important Notification: Cybersecurity Breach**

Dear [Customer’s Name/Valued Customers/Stakeholders],

We are writing to inform you of a cybersecurity incident that may have impacted your personal information. At [COMPANY NAME], the privacy and security of your data are of the utmost importance, and we are taking this matter very seriously.

**What Happened**

On [DATE], we detected unauthorized access to our systems. The breach was identified during our routine security monitoring, and immediate steps were taken to secure our systems and contain the incident.

**What Information Was Involved**

The information potentially affected includes [*specific details, e.g., names, email addresses, account numbers, or other personal data*]. Please note that [*any unaffected data, e.g., financial or payment information, if applicable*] remains secure and was not compromised.

**Actions We Have Taken**

Since identifying the breach, we have:

1. Secured all affected systems and implemented enhanced security measures.
2. Engaged cybersecurity experts to investigate the incident thoroughly.
3. Notified the relevant authorities, including [*law enforcement or regulatory bodies, as required*].

**What You Can Do**

We recommend taking the following steps to protect your information:

* [*Change your password*]: Ensure that your password is strong and unique.
* [*Monitor your accounts*]: Keep an eye on any suspicious activity in your accounts.
* [*Enable two-factor authentication*]: Add an extra layer of security to your accounts.

For more detailed guidance, please visit [*link to helpful resources or FAQs about the incident*].

**Our Commitment to You**

We deeply regret any inconvenience or concern this may cause. We are committed to maintaining transparency and will provide updates as our investigation progresses. If you have any questions or need assistance, please contact [Name, Title] at [Email Address/Phone Number].

Thank you for your understanding and continued trust.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]