[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Important Notification on Data Breach and Remedial Actions**

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

We are writing to inform you of a recent data breach that may have affected your personal information. At [COMPANY NAME], safeguarding your data is our top priority, and we deeply regret any concern or inconvenience this incident may cause.

**What Happened**

On [DATE], we identified [*unauthorized access/destruction/loss/alteration/disclosure*] [of/to] our systems that may have exposed [*describe type of data, e.g., names, email addresses, account details, etc.*]. The breach occurred due to [*brief description of the security incident’s root cause, e.g., a phishing attack, system vulnerability, accidental disclosure etc.*], and we promptly acted to secure our systems.

**Data Potentially Affected**

The following information may have been compromised:

* [*Example: Full names*]
* [*Example: Contact details, such as email addresses and phone numbers*]
* [*Any other affected data types, if applicable*]

**Steps Taken to Address the Breach**

Since discovering the breach, we have taken the following immediate actions:

* Secured the affected systems and remediated the vulnerability that enabled unauthorized access.
* Finalized arrangements to conduct a full investigation.
* Enhanced our security protocols, including [*specific measures, e.g., multi-factor authentication, system monitoring, etc.*].
* Reported the incident to the relevant regulatory authorities in accordance with legal requirements.

**What You Should Do**

To protect yourself, we recommend the following steps:

1. [*Example: Take measures to enhance your security, such as changing your account password and enabling multi-factor authentication.*]
2. [*Example: Proactively monitor your accounts for any suspicious activity*.]
3. [*Additional precautions relevant to the breach, if applicable.*]

**Our Commitment**

We are committed to supporting you during this time and preventing similar incidents in the future. If you have any questions or require assistance, please contact [Name, Title] at [Email Address/Phone Number].

We sincerely apologize for this incident and assure you that we are doing everything possible to protect your information.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]