

Security Breach Notification Letter

Date: _____

To: [Recipient Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

Subject: Notice of Data Security Breach

Dear [Recipient Name],

We are writing to inform you of a data security incident that may have involved your personal information.

What Happened

On [date of incident], we discovered that [brief description of the breach, e.g., "an unauthorized individual gained access to our systems"]. Upon learning of this, we immediately took steps to identify and contain the situation.

What Information Was Involved

The information involved may include your [type(s) of information involved, e.g., "name, address, and Social Security number"]. At this time, there is no evidence that your information has been misused.

What We Are Doing

We have taken all necessary steps to address the incident, including [actions taken, e.g., "resetting passwords and enhancing our security measures"]. We are also offering you [support being offered, e.g., "free credit monitoring services for one year"].

What You Can Do

We encourage you to remain vigilant by regularly reviewing your account statements and credit reports. If you notice any suspicious activity, please notify us immediately.

For More Information

If you have any questions or need further assistance, please contact us at [contact number] or [email address].

We sincerely apologize for any inconvenience this may cause.

Sincerely,
[Your Name]
[Your Title]
[Company Name]