

# 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]