

Date

Company Name

Company Address

Dear valued client:

We value your business and respect the privacy of your information, which is why, as a precautionary measure, we are writing to let you know about a data security incident that may involve your personal information.

We are currently investigating to understand the true extent of the breach. Here is what we know so far. We believe the breach occurred around Breach Date We believe the following data may have been accessed:

Data that was accessed

We recommend that you do the following:

Remediation actions

We will be communicating further as we learn more. We are currently engaged with the appropriate authorities.

If you have any questions, then please do not hesitate to contact us.

You can contact me directly via:

Email Address

Phone Number

You can contact Company Name via the following:

Company Email Address

We again sincerely apologize for any inconvenience this may have caused you and will be working hard to re-build your trust.

Yours Truly,

Letter Signature

Signature Name

Signature Title