

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: GDPR Data Breach Notification

Dear [Recipient's Name],

We are writing to inform you that on [date of breach], we experienced a data breach that has affected your personal information. We deeply regret to inform you of this incident and wish to provide you with details regarding the breach, the information involved, and the steps we are taking in response.

**\*\*1. Nature of the Breach:\*\***

We have determined that [brief description of the breach, e.g., unauthorized access to personal data].

**\*\*2. Information Affected:\*\***

The personal data that may have been compromised includes:

- [Type of data, e.g., name, email, phone number, etc.]

**\*\*3. Consequences of the Breach:\*\***

While we are still investigating the incident, we believe that [explain potential consequences for the individual, e.g., risk of identity theft, misuse of personal data].

**\*\*4. Actions Taken:\*\***

We have taken immediate steps to mitigate the breach, including:

- [List actions taken, e.g., securing systems, notifying authorities, etc.]

**\*\*5. Your Rights:\*\***

You have the right to:

- Access your personal data
- Request rectification or erasure of your data
- Object to processing or request restriction

**\*\*6. Next Steps:\*\***

We recommend that you take the following actions:

- [List suggested actions for the recipient, e.g., changing passwords, monitoring bank statements]

**\*\*7. Contact Information:\*\***

If you have any questions or require further information, please do not hesitate to contact us at [contact information].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this situation.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]