

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Security Incident

Dear [Recipient Name],

We are writing to inform you of a security incident that may have affected your personal information. At [Your Company Name], we value your privacy and take the security of your information seriously.

On [Date of Incident], we detected unauthorized access to our system, which may have involved your account. We promptly initiated an investigation and have taken steps to mitigate any harm.

Details of the Incident:

- Date of Incident: [Date]
- Type of Personal Information Involved: [e.g., Name, Email, etc.]
- Description of Events: [Brief description of what occurred]

Immediate Actions Taken:

- Investigation initiated with [Law Enforcement/Third-Party Security Firm]
- Account monitoring and security measures enhanced
- [Any other measures taken]

Recommendations for Next Steps:

- Change your password immediately for your account
- Monitor your account statements and report any suspicious activity
- Consider enrolling in [Credit Monitoring Service]

We understand the importance of your personal information and are committed to keeping you informed. If you have any questions or need further information, please contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]