

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Important Security Notification

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

On [date of incident], we discovered that [briefly describe the nature of the vulnerability and how it was discovered]. As a result, there is a potential risk that your [specific information at risk, e.g., name, address, Social Security number, etc.] may have been exposed.

We have taken immediate steps to address this issue, including [list actions taken, e.g., strengthening security protocols, conducting a thorough investigation, notifying law enforcement, etc.].

To help protect your information, we recommend that you [provide recommendations, such as monitoring credit reports, changing passwords, enrolling in identity theft protection services, etc.].

If you have any questions or need further assistance, please do not hesitate to contact us at [contact information]. Your security is our top priority, and we sincerely apologize for any inconvenience this may cause.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Contact Information]