

[Your Company Letterhead]

[Date]

[Stakeholder's Name]

[Stakeholder's Address]

[City, State, Zip Code]

Dear [Stakeholder's Name],

Subject: Notification of Vulnerability

We are writing to inform you of a recent security vulnerability that has been identified within our systems. We take the security of our systems and the protection of your information very seriously, and we want to provide you with transparency regarding this matter.

****Description of the Vulnerability:****

[Provide a brief description of the vulnerability, including how it was discovered and the potential impact.]

****Actions Taken:****

[Outline the steps your company has taken to address the vulnerability, including any immediate measures, updates, or patches implemented.]

****Recommendations for Stakeholders:****

[Offer guidance on what stakeholders should do in light of the vulnerability, including any steps they should take to protect their information.]

****Ongoing Monitoring:****

[Explain how the company will monitor the situation moving forward and any further steps that will be taken to ensure security.]

We deeply value your partnership and remain committed to maintaining the highest standards of security. We appreciate your understanding and cooperation as we work to mitigate this issue.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Company Website]

[Optional: Include any additional information or resources related to the vulnerability.]