

[Company Header/Logo]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Advisory Regarding Recent Cybersecurity Incident and Mitigation Steps

Dear [Recipient Name],

We are writing to formally notify you regarding a cybersecurity incident that recently affected [Company Name]. Our security team has successfully contained the threat, and we are now moving into the recovery and mitigation phase to ensure the continued protection of your data.

What Happened:

On [Date of Discovery], we identified unauthorized access to [describe system/data affected]. Our investigation indicates that the incident occurred between [Start Date] and [End Date].

Actions We Have Taken:

Upon discovery, we immediately implemented the following measures:

- Isolated affected servers and systems.
- Engaged third-party forensic experts to investigate the scope.
- Reset all administrative and user credentials.
- Enhanced our firewall and intrusion detection protocols.

Recommended Actions for You:

To further secure your information, we strongly advise you to take the following steps:

- **Change Your Password:** Update your password for [Service Name] and any other accounts that use similar credentials.
- **Enable Multi-Factor Authentication (MFA):** If you have not already done so, please enable MFA on your account.
- **Monitor Your Accounts:** Remain vigilant for any suspicious activity or phishing emails.
- **Review Security Settings:** Check your account recovery information to ensure it remains accurate.

Our Commitment:

We take the privacy and security of your information very seriously. We are continuing to monitor our systems and are implementing additional security layers to prevent a recurrence.

If you have any questions or require assistance, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Sender]

[Title/Position]

[Company Name]