

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

[Name of Regulatory Authority]
[Department Name]
[Authority Address]
[City, State, Zip Code]

RE: Notice of Data Security Incident

Dear [Name of Contact Person or Department],

Pursuant to [Relevant Law/Regulation, e.g., GDPR Article 33 or State Breach Law], we are formally notifying your office of a data security incident involving the personal information of [Number] individuals residing in [Jurisdiction].

1. Nature of the Incident

On [Date of Discovery], we discovered that an unauthorized party gained access to our systems. Based on our investigation, the incident occurred between [Start Date] and [End Date]. The nature of the breach was [Brief description, e.g., unauthorized access, ransomware, or accidental disclosure].

2. Types of Information Involved

The categories of personal data affected include:
[List data types, e.g., Full names, Social Security numbers, Financial account numbers, Email addresses].

3. Measures Taken by the Organization

Upon discovery, we immediately took the following steps to contain the breach and mitigate risks:

- [Step 1: e.g., Isolated affected servers]
- [Step 2: e.g., Engaged external cybersecurity experts]
- [Step 3: e.g., Reset all administrative passwords]

4. Notification to Affected Individuals

We plan to notify affected individuals via [Method: e.g., First-class mail] beginning on [Date]. A sample copy of the individual notification letter is attached to this report.

5. Future Remediation

To prevent a recurrence, we are [Description of long-term fixes, e.g., implementing multi-factor authentication or enhancing encryption protocols].

6. Contact Information

Our designated Data Protection Officer/Point of Contact for this incident is:

Name: [Name]

Title: [Title]

Phone: [Phone Number]

Email: [Email Address]

We will provide further updates as our investigation continues.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]