

[Company Header/Logo]

**Subject: Notice of Data Security Incident**

Dear [Recipient Name],

We are writing to inform you of a data security incident involving one of our third-party vendors, [Vendor Name], which provides [Type of Service] to [Company Name]. This incident may have involved some of your personal information.

**What Happened?**

On [Date], [Vendor Name] notified us that they experienced a security breach. An unauthorized party gained access to their systems between [Start Date] and [End Date]. We immediately launched an investigation to determine if any of our customers' data was affected.

**What Information Was Involved?**

According to the investigation, the following information may have been accessed:

- [List specific data types, e.g., Name, Address, Email]
- [List specific data types, e.g., Account Number, Transaction History]

Please note that [Company Name] does not store [Sensitive Info like Social Security Numbers/Passwords] on the vendor's platform.

**What We Are Doing**

We take the privacy of your information seriously. Upon learning of the incident, we:

- Suspended data sharing with the vendor until security audits were completed.
- Collaborated with forensic experts to verify the scope of the leak.
- Ensured the vendor has implemented additional security patches.

**What You Can Do**

We recommend that you remain vigilant by taking the following steps:

- Monitor your account statements and credit reports for suspicious activity.
- Be cautious of unsolicited communications (phishing) asking for personal details.
- [Optional: Information about free credit monitoring services if offered].

**For More Information**

If you have questions regarding this incident, please contact our dedicated support team at [Phone Number] or visit [Website URL].

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]