

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

Subject: Notice of Data Security Incident

Dear [Customer Name],

We are writing to inform you of a recent data security incident that may have involved your personal information. We take the privacy and security of your data very seriously and wanted to provide you with details on what happened and the steps we are taking.

What Happened?

On [Date of Discovery], we discovered that an unauthorized party gained access to certain files on our systems. Based on our investigation, this access occurred between [Start Date] and [End Date].

What Information Was Involved?

The information involved may have included your:

[List specific data types, e.g., Full name, Email address, Physical address, Account password, Credit card last four digits]

What We Are Doing

Upon discovering the incident, we immediately took the following actions:

- Secured our servers and blocked further unauthorized access.
- Engaged external cybersecurity experts to conduct a thorough forensic investigation.
- Notified law enforcement authorities.
- [Optional: We are offering complimentary credit monitoring services for X months].

What You Can Do

We recommend that you take the following precautions:

- Change your password for [Company Name] and any other accounts where you use the same credentials.
- Monitor your financial accounts and credit reports for any suspicious activity.
- Remain vigilant against "phishing" emails that ask for sensitive information.

For More Information

If you have any questions regarding this incident, please visit our dedicated FAQ page at [URL] or contact our support team at [Phone Number/Email Address].

We sincerely apologize for any concern or inconvenience this incident may cause you.

Sincerely,

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