

Date: [Insert Date]

Subject: Notice of Cybersecurity Incident

Dear [Recipient Name/Valued Customer],

We are writing to inform you of a recent cybersecurity incident that may have involved your personal information. At [Company Name], we take the privacy and security of your data very seriously.

What Happened?

On [Date of Discovery], we identified unauthorized access to certain parts of our internal systems. We immediately took steps to secure our environment and launched an investigation with the assistance of external cybersecurity experts.

What Information Was Involved?

Based on our ongoing investigation, the affected files may have contained the following types of information:

- Full name
- [Type of data, e.g., Email address / Account number]
- [Type of data, e.g., Date of birth]

What We Are Doing

Since the discovery, we have:

- Reset all administrative credentials.
- Enhanced our monitoring and surveillance systems.
- Notified relevant law enforcement authorities.
- [Optional: Enrolled affected individuals in credit monitoring services].

What You Can Do

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

- Change your password for [Company Name] and any other accounts that use the same password.
- Monitor your financial statements for any suspicious activity.
- Be cautious of unsolicited communications asking for personal or financial information.

For More Information

We sincerely apologize for any concern or inconvenience this incident may cause. If you have any questions, please contact our dedicated support line at [Phone Number] or email us at [Email Address].

Sincerely,

[Your Name/Signature]
[Title]
[Company Name]