

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Data Security Incident at [Vendor Name]

Dear [Recipient Name],

We are writing to formally notify you of a security incident involving one of our third-party vendors, [Vendor Name], which provides [Type of Service] to [Your Company Name].

What Happened?

On [Date of Discovery], [Vendor Name] informed us that they experienced a security breach. Based on their investigation, an unauthorized party gained access to their systems between [Start Date] and [End Date].

What Information Was Involved?

The incident may have affected certain data related to your organization, including:

- [Type of Data 1, e.g., Names]
- [Type of Data 2, e.g., Contact Information]
- [Type of Data 3, e.g., Transaction Records]

What Are We Doing?

Upon learning of the incident, we immediately took the following steps:

- Initiated an internal review to determine the extent of the impact on our customers.
- Coordinated with [Vendor Name] to ensure the vulnerability has been remediated.
- [Optional: Engaged external cybersecurity experts to monitor for further risks.]

What You Can Do

While we have no evidence that your specific data has been misused, we recommend that you:

- Monitor your accounts for any suspicious activity.
- Review the enclosed FAQ document for additional security steps.
- Contact [Department Name] at [Phone Number/Email] if you have questions.

We take the security of your information very seriously and regret any concern this incident may cause.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]