

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

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

RE: Notice of Security Incident involving a Third-Party Vendor

To the Office of [Name of Contact Person or Department]:

Pursuant to [Relevant Law/Regulation, e.g., GDPR Article 33 or CCPA], [Your Company Name] is formally notifying you of a data security incident involving one of our third-party vendors, [Vendor Name].

1. Nature of the Incident

On [Date], [Your Company Name] was notified by [Vendor Name] that an unauthorized party gained access to their systems. The incident reportedly occurred between [Start Date] and [End Date]. The nature of the breach is [Briefly describe: e.g., unauthorized access, ransomware, accidental disclosure].

2. Types of Personal Information Involved

Based on our current investigation, the following types of personal data were compromised: [e.g., Names, Social Security numbers, financial account details, health information].

3. Number of Affected Individuals

Approximately [Number] individuals residing in [Jurisdiction/State] are estimated to be affected by this incident.

4. Measures Taken by the Vendor and Our Company

The vendor has informed us they have taken the following steps: [e.g., Isolated affected servers, engaged forensic experts, notified law enforcement]. [Your Company Name] is currently [e.g., Reviewing the vendor's security protocols, notifying affected individuals, providing credit monitoring services].

5. Contact Information

The designated point of contact for this incident is:

[Name of Contact]
[Title]
[Email Address]
[Phone Number]

We will provide further updates as more information becomes available through the ongoing forensic investigation.

Sincerely,

[Signature]

[Printed Name]

[Title]