[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Important Notification Regarding a Data Breach**

Dear [Stakeholders’ Name/Valued Stakeholders],

We are writing to inform you about a data breach that was discovered on [DATE], which may have impacted certain information related to your account or business dealings with [COMPANY NAME].

**What Happened**

On [DATE], our team identified unauthorized access to our systems. Upon discovery, we immediately launched an investigation, engaged cybersecurity experts, and took steps to contain the breach.

**What Information Was Involved**

The information potentially affected includes [*specific details, e.g., “names, email addresses, and account details”*]. At this time, there is no evidence that [*specific sensitive information, e.g., “social security numbers or financial data”*] has been accessed. However, out of an abundance of caution, we want to make you aware of the situation.

**What We Are Doing**

We are taking the following steps to address this breach and prevent future incidents:

1. Enhanced security protocols and monitoring systems.
2. Notification of affected individuals and entities.
3. Offering [identity theft protection/credit monitoring services] for impacted individuals at no cost.

**What You Can Do**

We recommend you take the following actions to protect your information:

* [*Specific action, e.g., “Change your password immediately.*”]
* [*Enable two-factor authentication if available.”*]
* [*Monitor your accounts for any suspicious activity.*]

**Additional Support**

We understand the importance of protecting your information and deeply regret this incident. If you have any questions or require assistance, please contact us at [Email Address/Phone Number] or visit [*link to dedicated information page, if applicable*].

Thank you for your understanding and continued trust in us. We are committed to addressing this situation thoroughly and transparently.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]