

# Information Security Breach Notification

Date:

To:

From:

**Subject: Information Security Breach Notification**

Dear ,

We regret to inform you that on , our organization experienced a security breach that may have affected your personal information.

## Details of the Incident

Description of breach:

Information involved:

Steps taken:

## Actions You Should Take

Recommended actions:

## Contact Information

For further inquiries, please contact:

Sincerely,