

# Cybersecurity Breach Notification

Date:

To:

Subject: Cybersecurity Breach Notification

Dear ,

We are writing to inform you that on , our systems identified a cybersecurity breach that may have affected your personal information. We take your security seriously and are notifying you in accordance with our policies and applicable laws.

## Details of the Breach

Breach Description:

Types of Information Involved:

Measures Taken:

## What You Can Do

We recommend you take the following steps to protect yourself:

If you have any questions, please contact us at  or call .

Sincerely,