

[Date]

Mr & Mrs Citizen
1234 Any Street
Any City, ST 99999

Notice of Data Breach

Dear Mr & Mrs Citizen,

We value and respect the privacy of the information for those we serve, which is why, as a precautionary measure, we are writing to let you know about a data security incident at [Business Name] which involves your personal information.

What Happened?

[Provide a summary of the action(s) that caused personal and confidential information to actually or potentially be acquired by an unauthorized entity]

What Information Was Involved?

[Provide a summary of each type of confidential and personal individual identifier that was released]

What We Are Doing

[Provide a summary of how your business is working to correct the issue and prevent future occurrences]

What You Can Do

[Provide a summary of what the affected individual can do as a result]

For More Information

[Provide a summary of how the affected individual can obtain answers to questions and additional information both from your business as well as other parties]

Sincerely,

[Name / Title / Business]