

# Cybersecurity Incident Notification

Date:

To:

From:

## **Subject: Notification of Cybersecurity Incident**

Dear ,

We are writing to inform you of a recent cybersecurity incident that may have affected your information.

On , we discovered that . Upon becoming aware of this, we immediately took the following actions: .

The information that may have been affected includes . At this time, there is no evidence to suggest .

To protect yourself, we recommend you take the following steps:

We take the security of your information seriously and sincerely apologize for any concern this incident may cause you.

If you have questions or require further information, please contact us at .

Sincerely,

Title: