

Cybersecurity Incident Notification Letter

Date:

Recipient Name:

Recipient Address:

Subject: Notice of Cybersecurity Incident

Dear

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

What Happened

What Information Was Involved

What We Are Doing

What You Can Do

For More Information

If you have any questions, please contact us at:

Phone:

Email:

Sincerely,

Your Organization Name