

# Data Breach Notification

Date:

Dear [Client Name],

We are writing to inform you of a data security incident involving your personal information at [Law Firm Name]. Protecting your data is a top priority for us, and we regret to inform you that [brief description of the breach].

## What Happened

## What Information Was Involved

## What We Are Doing

## What You Can Do

## For More Information

If you have any questions or require further information, please contact us at [contact details].

Sincerely,

[Your Name]

[Title]

[Law Firm Name]