

Date:  
Name of Recipient:  
Address:  
City, State, ZIP:

## Subject: Notice of Data Breach

Dear ,

We are writing to inform you of a recent data breach that may have involved your personal information. At [Nonprofit Organization Name], we take the privacy and protection of our members' information very seriously.

What Happened?

What Information Was Involved?

What We Are Doing

What You Can Do

For More Information

If you have any questions or require additional information, please contact us at:

Email:  
Phone:  
Address:

Sincerely,  
[Name]  
[Title]  
[Nonprofit Organization Name]