To,

[Name of Recipient]

[Complete Address of Recipient]

Date:

**Subject: Notification Letter for Data Security Breach**

Dear Mr./Mrs.[name of Recipient],

I am writing this letter with regret to inform you that there has been an incident involving unauthorized access to data and information associated with online purchases made on our company website [mention website name]. At present, we are unaware of what kind of breach is made and what type of customer information is targeted but we are trying our best to resolve this situation as soon as possible.

Meanwhile, we request you to please remove your credit or debit card details, or details of any other purchase method you normally use, from our website. We are trying our best to resolve this situation as soon as possible and we are informing all of our affected potential customers just like you, so that you may suffer no loss.

Sorry for this inconvenience. Hope to get your support on this matter. Feel free to contact us for any further details or queries.

Best Regards,

[Sender Name]

[Sender Designation]

[Sender Contact Details]

[Sender Signature]