

**[Name of the sender]**

**[Designation of the respective person]**

**To,**

**[Name of addressee]**

**Subject: data breach apology letter**

**Dear [candidate name],**

I am [mention the name of the sender] working for [mention the name of the company from which the sender takes security] as [mention the name of a high post] and I am writing this letter in reference to the complaint letter that was reported by you on of data breach which was reported on [mention the date] and I would like to ask for your apology for the inconveniences that was caused because of us.

I am really sorry for the inconvenience that you had to face just because of our faulty security system. I can promise you that this is not at all the quality of security that we provide to our valuable customers. We really apologize for the problems that you had to face. Our team is taking some time to sort things out and then I am sure our team will find out the valid reason why there was a data breach in our system.

Our team is in full focus to find out the cause and is looking deeply into the matter. Our team is doing the best they can to rectify the mistakes and are trying to improve the security system. I would like to ask for your apology and forgiveness as we cannot promise to retrieve all the information but we promise to gain information as much as possible and look into this matter more seriously.

Once again I would like to ask for your apology. Our company promises you that the data breach which happened was totally unintentional. We deeply regret your loss that is caused just because of our irresponsibility and we promise to serve you the best service within our capabilities.

**Thanking you**

**Yours sincerely,**

**[Name of the sender]**

