

## **NOTICE OF DATA BREACH**

Date: [Insert Date]

Dear [Recipient Name],

We are writing to inform you of a recent data security incident that may have involved your personal information. We take the privacy and security of your information very seriously and are providing this notification to explain what happened and the steps we are taking in response.

### **What Happened?**

On [Date of Discovery], we identified unauthorized access to certain systems within our network. Our investigation determined that an unauthorized party gained access to files containing personal information between [Start Date] and [End Date].

### **What Information Was Involved?**

The impacted information may have included your:

- Full Name
- Social Security Number
- Date of Birth
- [Insert other data types, e.g., Driver's License Number, Account Number]

### **What We Are Doing**

Upon discovering the incident, we immediately secured our systems and began an investigation with the help of third-party cybersecurity experts. We have also notified law enforcement. To help protect your identity, we are offering you a complimentary [Number]-month membership for credit monitoring and identity theft protection services through [Provider Name].

### **How to Enroll**

To activate your complimentary membership, please follow the steps below:

- Visit the website: [Insert URL]
- Enter your unique Activation Code: [Insert Code]
- Enrollment Deadline: [Insert Date]

### **What You Can Do**

In addition to enrolling in the free credit monitoring service, we recommend that you remain vigilant by regularly reviewing your account statements and monitoring your free credit reports for any unauthorized activity. You may also contact the three major credit bureaus to place a "fraud alert" or "security freeze" on your credit file:

- Equifax: 1-800-685-1111
- Experian: 1-888-397-3742
- TransUnion: 1-888-909-8872

**For More Information**

If you have any questions regarding this incident, please call our dedicated helpline at [Phone Number], Monday through Friday, from [Hours of Operation].

Sincerely,

[Sender Name]

[Title]

[Organization Name]