

**Date:** [Insert Date]

**Subject:** IMPORTANT: Notice of Data Breach Regarding Your Credit Card Information

Dear [Recipient Name],

We are writing to inform you of a security incident that may have involved your credit card information. We take the privacy and security of your personal data very seriously and want to provide you with details on what happened and the steps you can take.

**What Happened?**

On [Date of Discovery], we discovered that an unauthorized party gained access to our systems between [Start Date] and [End Date]. Our investigation indicates that your payment card information may have been accessed during this period.

**What Information Was Involved?**

The information impacted may have included:

- Your full name
- Credit or debit card number
- Expiration date
- Card verification code (CVV)

**What We Are Doing:**

Upon discovery, we immediately took steps to secure our systems and began a forensic investigation. We have also notified law enforcement and relevant credit card brands. To help protect your identity, we are offering you [Number] months of free credit monitoring services through [Service Provider Name].

**What You Can Do:**

We recommend that you take the following immediate actions:

- Review your account statements for any unauthorized transactions.
- Contact your bank or card issuer to request a replacement card.
- Enroll in the complimentary credit monitoring service mentioned above using the code: [Activation Code].
- Place a fraud alert or security freeze on your credit files by contacting the major credit bureaus (Equifax, Experian, and TransUnion).

**For More Information:**

If you have any questions, please contact our dedicated support line at [Phone Number] or visit our website at [Website URL].

We sincerely apologize for any concern or inconvenience this incident may cause you.

Sincerely,

[Your Name/Company Name]  
[Your Title]  
[Contact Information]