

## NOTICE OF DATA BREACH

[Date]

[Recipient Name]

[Address Line 1]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of a recent data security incident at [Credit Bureau Name] that may have involved your personal information.

### **What Happened?**

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

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

The information accessed may have included your:

- Full name
- Social Security number
- Date of birth
- Home address
- Credit account numbers

### **What We Are Doing**

We have secured our systems and are working with law enforcement and external cybersecurity experts to investigate the matter. To help protect your identity, we are offering you [Number] months of free credit monitoring and identity theft restoration services through [Service Name].

### **What You Can Do**

We recommend you take the following steps:

1. Enroll in the free credit monitoring service using activation code: [Code].
2. Review your credit reports for any suspicious activity.
3. Consider placing a "Security Freeze" on your credit file.

### **For More Information**

If you have questions, please call our dedicated helpline at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Sender Name/Signature]

[Title]

[Credit Bureau Name]