

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Notice of Data Security Incident**

Dear [Client Name],

We are writing to inform you of a recent data security incident at [Firm Name] that may have involved some of your personal information. We take the privacy and security of your financial information very seriously and sincerely apologize for any concern this may cause.

**What Happened?**

On [Date of Discovery], we identified unauthorized access to [describe system, e.g., an internal email account/server]. Our investigation determined that the incident occurred between [Start Date] and [End Date].

**What Information Was Involved?**

The affected files may have contained the following information:

- Full Name
- Account Number(s)
- Social Security Number
- [List other data types if applicable]

**What We Are Doing**

Upon discovery, we immediately secured our systems and launched an investigation with the help of third-party cybersecurity experts. We have also notified law enforcement and relevant regulatory authorities. To help protect your identity, we are offering you [Number] months of complimentary credit monitoring services through [Provider Name].

**What You Can Do**

We recommend that you remain vigilant by taking the following steps:

- Enroll in the enclosed credit monitoring service by [Expiration Date].
- Review your account statements and credit reports for any suspicious activity.
- Consider placing a fraud alert or security freeze on your credit files.

**For More Information**

If you have any questions regarding this matter, please contact our dedicated support line at [Phone Number] between [Hours of Operation] or email us at [Email Address].

Sincerely,

[Signature]  
[Name of Officer]  
[Title]  
[Firm Name]