

[Bank Name]
[Street Address]
[City, State, Zip Code]
[Date]

Subject: Notice of Data Breach

Dear [Customer Name],

We are writing to inform you of a recent security incident involving your personal information at [Bank Name]. We take the security of your account very seriously and want to provide you with the details of what happened and the steps we are taking to protect you.

What Happened?

On [Date of Discovery], we identified unauthorized access to a portion of our internal systems. Our investigation determined that an unauthorized party gained access to certain customer files between [Start Date] and [End Date].

What Information Was Involved?

The affected information may have included your:

- Full name
- Account number(s)
- Social Security Number
- Date of birth
- Contact information (address and phone number)

What We Are Doing

Upon discovery, we immediately secured our systems and notified law enforcement. We have also hired third-party cybersecurity experts to enhance our security protocols. To help protect your identity, we are offering you [Number] months of free credit monitoring services through [Service Name].

What You Can Do

We recommend that you take the following steps:

- Enroll in the free credit monitoring service using activation code: [Code].
- Monitor your account statements closely for any suspicious activity.
- Change your online banking password and enable Two-Factor Authentication (2FA).
- Place a "Fraud Alert" or "Security Freeze" on your credit file with major credit bureaus.

For More Information

If you have questions, please call 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,

[Name/Signature]

[Title]

[Bank Name]