

[Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Data Breach Regarding Your Credit Card Information

Dear [Recipient Name],

We are writing to inform you of a recent security incident that may have involved your credit card information. We take the 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 identified unauthorized access to our payment processing system. Our investigation indicates that the incident occurred between [Start Date] and [End Date].

What Information Was Involved?

The information potentially accessed includes your:

- Full Name
- Credit or Debit Card Number
- Expiration Date
- Card Verification Value (CVV)

What We Are Doing

Upon discovery, we immediately secured our systems and began a forensic investigation. We have also notified law enforcement and relevant credit card companies. We are implementing additional security measures to prevent a recurrence.

What You Can Do

We recommend that you take the following immediate actions:

- Monitor your account statements for any unauthorized transactions.
- Contact your bank or card issuer to request a replacement card.
- Place a "Fraud Alert" on your credit file by contacting the major credit bureaus.
- Review your credit reports for any suspicious activity.

For More Information

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

Sincerely,

[Name]

[Title]

[Company Name]