

Subject: Notice of Data Security Incident

Dear [Customer Name],

We are writing to inform you that [Company Name] recently experienced a security incident involving ransomware that may have affected some of your personal information.

What Happened?

On [Date of Discovery], we identified that an unauthorized third party gained access to our internal systems and encrypted certain files. We immediately took steps to secure our network, launched an investigation with the assistance of external cybersecurity experts, and notified law enforcement.

What Information Was Involved?

Our investigation indicates that the following types of information may have been accessed:

- [Type of data, e.g., Full Name]
- [Type of data, e.g., Email Address]
- [Type of data, e.g., Financial Account Numbers]

What We Are Doing

We have restored our systems and implemented additional security measures to prevent a recurrence. To help protect your identity, we are offering [Number] months of complimentary credit monitoring services through [Service Provider Name].

What You Can Do

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

- Enroll in the credit monitoring service using the code: [Activation Code].
- Review your account statements and credit reports for any suspicious activity.
- Change your passwords for any other accounts that use the same credentials.

For More Information

If you have any questions regarding this incident, please contact our dedicated helpline at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Sender Name]

[Title]

[Company Name]