

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

Subject: NOTICE OF DATA BREACH - PLEASE READ CAREFULLY

Dear [Recipient Name],

We are writing to inform you of a recent security incident that may have involved your personal financial information. We take the privacy and security of your data very seriously and want to provide you with information regarding what happened and the steps you can take.

What Happened?

On [Date of Discovery], we discovered that an unauthorized party gained access to certain files within our system. Following a forensic investigation, we determined on [Date] that your personal information was contained in the accessed files.

What Information Was Involved?

The affected data may have included your:

- Full Name
- Financial Account Number
- Credit or Debit Card Number
- [Other specific data types, e.g., Routing Number]

What We Are Doing

Upon discovery, we immediately secured our systems and began an investigation with the assistance 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 [Service Name].

What You Can Do

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

- Review your account statements and credit reports for any suspicious activity.
- Promptly report any unauthorized charges to your bank or financial institution.
- Place a "Fraud Alert" or "Security Freeze" on your credit file with the major credit bureaus (Equifax, Experian, and TransUnion).
- Enroll in the complimentary credit monitoring service provided in this letter.

For More Information

If you have any questions or need further assistance, please contact our dedicated support line at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Sender Name]
[Title]
[Company Name]