

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Data Breach / Identity Theft Risk

Dear [Recipient Name],

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

What Happened?

On [Date of Discovery], we discovered that an unauthorized party gained access to our systems. Based on our investigation, the incident occurred between [Start Date] and [End Date].

What Information Was Involved?

The information involved may have included your:

- Full Name
- Social Security Number
- Date of Birth
- [List other data types, e.g., Driver's License Number, Account Numbers]

What We Are Doing

Upon discovering the breach, we immediately took steps to secure our systems and began a forensic investigation. We have also notified law enforcement. To help protect your identity, we are offering you [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 actions:

- **Enroll in Credit Monitoring:** Follow the instructions at [Website URL] using activation code [Code].
- **Review Your Accounts:** Monitor your bank statements and credit reports for any suspicious activity.
- **Place a Fraud Alert:** Contact one of the three major credit bureaus (Equifax, Experian, or TransUnion) to place a fraud alert on your file.
- **Security Freeze:** Consider placing a security freeze on your credit report to prevent new accounts from being opened in your name.

For More Information

If you have questions or need assistance, please contact our dedicated call center at [Phone Number], Monday through Friday, from [Hours of Operation].

Sincerely,

[Sender Name/Signature]

[Title]

[Organization Name]