

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

Subject: Important Security Notice Regarding Your Personal Information

Dear [Customer Name],

We are writing to inform you of a recent data security incident that may have involved some of your personal information. We take the privacy and security of your financial data very seriously and want to reassure you about the steps we are taking to protect your rights.

What Happened?

On [Date], we discovered that an unauthorized party gained access to a limited number of files on our system. We immediately launched an investigation and secured our environment to prevent further access.

What Information Was Involved?

The information may have included your name, contact details, and [mention specific financial data, e.g., truncated account numbers]. Please note that your full social security number and account passwords remain encrypted and were not compromised.

Your Financial Privacy Rights

We want to reassure you that you have specific rights regarding your financial privacy. We are committed to upholding these rights by:

- Providing you with free credit monitoring services for [Number] months.
- Assisting you with placing a fraud alert or security freeze on your credit files.
- Ensuring full transparency throughout our ongoing investigation.

Steps You Can Take

We recommend you remain vigilant by reviewing your account statements and monitoring your free credit reports. To activate your free credit monitoring service, please use the following code: [Activation Code].

Our Commitment

Your trust is our priority. We have implemented additional security measures and are working with law enforcement to ensure this does not happen again.

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

Sincerely,

[Name/Signature]
[Title]
[Company Name]