

[Company Header/Logo]

Subject: Notice of Data Security Incident

Date: [Insert Date]

Dear [Recipient Name],

We are writing to inform you of a recent cybersecurity incident involving [Company Name] that may have affected your personal information. We take the privacy and security of your data very seriously and want to provide you with details regarding what happened and the steps we are taking.

What Happened?

On [Date of Discovery], we identified unauthorized access to certain parts of our internal systems. We immediately launched an investigation with the assistance of third-party cybersecurity experts to determine the scope of the incident.

What Information Was Involved?

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

- [List specific data types, e.g., Name, Email, Address]
- [List specific data types, e.g., Social Security Number, Account Number]

What We Are Doing

Upon discovery, we took immediate steps to secure our systems and prevent further unauthorized access. We have also notified law enforcement authorities. 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 actions:

- Enroll in the credit monitoring services using code: [Insert Code].
- Monitor your account statements and credit reports for suspicious activity.
- Change your passwords for [Company Name] and any other accounts using similar credentials.

For More Information

If you have questions regarding this incident, please contact our dedicated support line at [Phone Number] or visit our FAQ page at [URL].

We sincerely apologize for any concern or inconvenience this incident may cause you.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]