

[Sender Name/Organization Name]
[Sender Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF DATA BREACH

Dear [Recipient Name],

We are writing to formally notify you of a recent data security incident that may have involved your personal information. We are providing this notice in accordance with [Applicable State/Federal Statute, e.g., California Civil Code Section 1798.82].

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 affected files contained the following types of information:

- [Full Name]
- [Social Security Number]
- [Driver's License or State ID Number]
- [Financial Account Numbers]
- [Other Specific Data Types]

What We Are Doing

Upon discovery, we immediately secured our systems and engaged third-party forensic experts to investigate the scope of the breach. 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 reviewing your account statements and monitoring your free credit reports. You may also contact the three major credit bureaus to place a "fraud alert" or "security freeze" on your file:

- Equifax: 1-800-525-6285
- Experian: 1-888-397-3742
- TransUnion: 1-800-680-7289

For More Information

If you have questions regarding this matter, please contact our dedicated helpline at [Phone Number] between the hours of [Operating Hours], or visit our website at [URL].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]