

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Address Line 1]
[City, State, Zip Code]

Subject: NOTICE OF DATA BREACH

Dear [Recipient Name],

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

What Happened?

On [Date of Discovery], we identified unauthorized access to our payment processing system. Our investigation indicates that the breach occurred between [Start Date] and [End Date].

What Information Was Involved?

The information accessed may have included your name, debit card number, expiration date, and the CVV security code.

What We Are Doing

Upon discovery, we immediately secured our systems and began an investigation with the help of third-party cybersecurity experts. We have also notified law enforcement and the relevant banking authorities. To protect your account, we have [deactivated your current card / placed a fraud alert on your account].

What You Can Do

1. **Review your statements:** Carefully check your bank statements for any unauthorized transactions.
2. **Activate your new card:** If you receive a replacement card in the mail, please activate it immediately and destroy your old card.
3. **Report suspicious activity:** If you see any charges you do not recognize, contact our Fraud Department immediately at [Phone Number].
4. **Credit Monitoring:** We are offering [Number] months of free credit monitoring services through [Service Name]. To enroll, visit [URL] and use activation code: [Code].

For More Information

If you have questions regarding this matter, please call our dedicated support line at [Phone Number] between the hours of [Hours of Operation].

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

Sincerely,

[Name/Signature]

[Title]

[Company Name]