

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

RE: NOTICE OF DATA BREACH

Dear [Recipient Name],

We are writing to inform you of a data security incident that may have involved your personal information. We take the privacy and security of your information very seriously and wanted to provide you with information regarding the incident and the steps you can take.

What Happened?

On [Date of Discovery], we discovered that an unauthorized individual gained access to our systems. Based on our investigation, the breach occurred on or about [Date of the Breach].

What Information Was Involved?

The information involved may have included your [List specific data types, e.g., name, social security number, account number].

What We Are Doing

Upon discovering the breach, we immediately [Describe actions taken, e.g., secured our servers, notified law enforcement, hired a cybersecurity firm]. We are also offering [List services, e.g., credit monitoring] for [Duration].

What You Can Do

We recommend that you remain vigilant by reviewing your account statements and monitoring your free credit reports. You may also [Specific instructions, e.g., change passwords or place a fraud alert].

For More Information

If you have any questions, please contact us at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Sender Signature]

[Sender Printed Name]

[Sender Title]