

NOTICE OF DATA BREACH

Date: [Insert Date]

Dear [Recipient Name],

We are writing to inform you of a recent data security incident that may have involved your personal information. We take the privacy and security of your information very seriously and sincerely apologize for any concern this may cause.

What Happened?

On [Date of Discovery], we identified unauthorized access to certain systems within our network. Our investigation determined that an unauthorized party gained access to files containing personal data between [Start Date] and [End Date].

What Information Was Involved?

The information involved may have included your:

- Full Name
- Social Security Number
- Date of Birth
- [Insert other data types, e.g., Account Number, Address]

What We Are Doing

Upon discovering the incident, we immediately secured our systems and began a forensic investigation with the help of third-party cybersecurity experts. We have also notified law enforcement.

Complimentary Credit Monitoring

To help protect your identity, we are offering you a complimentary [Number]-month membership for credit monitoring and identity theft restoration services through [Service Provider Name].

To activate your membership, please use the following details:

Website: [URL]

Activation Code: [Code]

Enrollment Deadline: [Date]

What You Can Do

We encourage you to remain vigilant by reviewing your account statements and monitoring your free credit reports for any suspicious activity. You may also contact the three major credit bureaus to place a "fraud alert" or "security freeze" on your credit file.

For More Information

If you have questions regarding this incident, please call our dedicated helpline at [Phone Number], Monday through Friday, from [Hours].

Sincerely,

[Sender Name]

[Title]

[Organization Name]