

[Sender Name/Organization Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

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

Subject: Formal Notification of Unauthorized Access to Insurance Records

Dear [Recipient Name],

We are writing to formally notify you of a recent security incident involving unauthorized access to certain insurance records maintained by [Company Name]. We take the privacy and security of your personal information very seriously and sincerely regret any concern this may cause.

What Happened?

On [Date of Discovery], we identified that an unauthorized party gained access to a specific segment of our database. Our internal investigation determined that the access occurred between [Start Date] and [End Date].

What Information Was Involved?

The records involved in this incident may have included the following information:

- Full Name
- Insurance Policy Number
- [List other specific data points, e.g., Claims History, Social Security Number, etc.]

What We Are Doing

Upon discovery, we immediately took steps to secure our systems and prevent further unauthorized access. We have engaged external cybersecurity experts to conduct a forensic analysis and have reported this incident to the relevant law enforcement authorities.

What You Can Do

We recommend that you remain vigilant by reviewing your account statements and monitoring your credit reports for any suspicious activity. You may also wish to [mention specific actions, such as placing a fraud alert or credit freeze].

For More Information

If you have any questions or require further assistance, please contact our dedicated support line at [Phone Number] or email us at [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]