

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

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

Subject: Notice of Data Breach Regarding Your Social Security Number

Dear [Recipient Name],

We are writing to inform you of a data security incident that may have involved your personal information, specifically your Social Security number, held within our policyholder records.

What Happened?

On [Date of Discovery], we identified unauthorized access to a portion of our internal network. Our investigation determined that an unauthorized party gained access to files containing policyholder data between [Start Date] and [End Date].

What Information Was Involved?

The affected files contained your name and your Social Security number. [Optional: Mention other data like policy numbers if applicable].

What We Are Doing

Upon discovery, we immediately secured our systems and engaged third-party cybersecurity experts to conduct a forensic investigation. We have also notified law enforcement. To help protect your identity, we are offering you [Number] months of complimentary credit monitoring services through [Service Provider Name].

What You Can Do

We strongly recommend that you activate the free credit monitoring service. You should also remain vigilant by reviewing your account statements and monitoring your free credit reports from Equifax, Experian, and TransUnion. You may also consider placing a fraud alert or security freeze on your credit files.

For More Information

If you have questions regarding this incident or how to enroll in the monitoring service, please call our dedicated helpline at [Phone Number] between [Hours of Operation].

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

Sincerely,

[Signature]
[Name of Officer]
[Title]
[Company Name]