

Date: [Insert Date]

Subject: Important Security Notification Regarding Your Account

Dear [Policyholder Name],

We are writing to inform you of a recent security incident that may involve your personal information. We take the privacy and security of your data very seriously and want to ensure you have the information necessary to protect your identity.

What Happened?

On [Date of Incident], we discovered [briefly describe the nature of the incident, e.g., unauthorized access to a database/a lost device].

What Information Was Involved?

The information involved may have included your [list specific data types, e.g., name, policy number, Social Security number, or date of birth].

What We Are Doing:

Upon discovery, we immediately [list actions taken, e.g., secured our systems, launched an investigation, and notified law enforcement]. We are also offering [insert number] months of free credit monitoring services through [Service Provider Name].

What You Can Do:

To protect yourself from potential identity theft, we recommend the following steps:

- Enroll in the complimentary credit monitoring service using activation code: [Insert Code].
- Review your account statements and credit reports for any suspicious activity.
- Place a "Fraud Alert" or "Security Freeze" on your credit files by contacting the three major credit bureaus (Equifax, Experian, and TransUnion).
- Remain vigilant against phishing attempts or suspicious emails asking for further personal details.

For More Information:

If you have questions or need assistance, please contact our dedicated support line at [Phone Number] or visit our website at [Website URL].

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

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]