

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

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

RE: NOTICE OF DATA BREACH

Dear [Recipient Name],

We are writing to formally notify you of a security incident involving your personal insurance information that occurred on [Date of Incident].

What Happened?

On [Date of Discovery], we discovered that an unauthorized party gained access to [describe system, e.g., an internal database/email account]. We immediately launched an investigation and determined that certain files containing your personal information were accessed or acquired without authorization.

What Information Was Involved?

The information impacted may have included your:

- Name
- Policy Number
- Social Security Number
- Driver's License Number
- Claims History / Health Information

What We Are Doing

We have secured our systems and implemented additional security measures to prevent future occurrences. We are also cooperating with law enforcement and relevant state regulatory authorities. To help protect your identity, we are offering [Number] months of complimentary credit monitoring services through [Provider Name].

What You Can Do

We recommend that you remain vigilant by reviewing your account statements and monitoring your free credit reports. You may also place a fraud alert or security freeze on your credit file by contacting the three major credit bureaus: Equifax, Experian, and TransUnion.

For More Information

If you have questions regarding this incident, please call our dedicated helpline at [Phone Number] between [Hours of Operation], or visit our website at [Website URL].

Sincerely,

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