

Subject: Important Security Notification Regarding Your Personal Information

Dear [Recipient Name],

We are writing to inform you of a recent data security incident at [Company Name] that may have involved some of your personal information. We take the privacy and security of your data very seriously and want to provide you with steps you can take to protect yourself.

What Happened?

On [Date of Discovery], we discovered that an unauthorized party gained access to certain files on our system. Based on our investigation, this access occurred between [Start Date] and [End Date].

What Information Was Involved?

The affected information may have included your:

- Full Name
- Social Security Number
- Date of Birth
- [List other specific data types, e.g., Driver's License number, Account numbers]

What We Are Doing

Upon discovery, we immediately secured our systems and began an investigation with the help of third-party cybersecurity experts. We have also notified law enforcement. To help protect your identity, we are offering you [Number] months of free credit monitoring and identity theft protection services through [Provider Name].

What You Can Do

We recommend that you remain vigilant by taking the following steps:

- **Enroll in Credit Monitoring:** Use the following activation code: [Activation Code]. Visit [Website URL] to sign up.
- **Review Your Accounts:** Check your bank and credit card statements for any suspicious activity.
- **Place a Fraud Alert:** Contact one of the three major credit bureaus (Equifax, Experian, or TransUnion) to place a free fraud alert on your credit file.
- **Security Freeze:** Consider placing a security freeze on your credit report to prevent new accounts from being opened in your name.

For More Information

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

Sincerely,

[Sender Name]
[Title]
[Company Name]