

# Notification of Credit Report Breach

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a recent breach involving your credit report. Our records indicate that your personal information may have been accessed without authorization.

Details of the breach are as follows:

- Date of Incident: [Insert Date]
- Type of Information Involved: [Specify Information]
- Steps We Are Taking: [List Steps Taken]

We recommend that you take the following precautions:

1. Monitor your credit report regularly.
2. Consider placing a fraud alert on your credit file.
3. Report any suspicious activity to the authorities.

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to rectify this situation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]