

# Data Breach Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you of a recent data security incident that may have involved your personal information. We take the privacy and security of your information seriously and want to ensure you are informed about this matter.

On [Insert Date of Incident], we discovered that [briefly describe what happened, e.g., unauthorized access to your database]. As a result, your personal information, which may include your name, address, Social Security number, and financial account details, may have been compromised.

To mitigate the risk of potential identity theft or fraud, we are offering you complimentary credit monitoring services for [Insert Duration, e.g., 12 months]. This service will help you monitor your credit report and provide you with alerts in case of any suspicious activity.

To enroll in the credit monitoring service, please visit [Insert Link to Enrollment] or call [Insert Customer Service Phone Number]. Make sure to do this by [Insert Enrollment Deadline] to take advantage of this offer.

We have also taken steps to enhance our security measures to prevent a similar incident from occurring in the future. We recommend that you remain vigilant and review your financial statements and credit reports regularly.

If you have any questions or need further assistance, feel free to contact us at [Insert Contact Information].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]