

# Notification of Data Breach

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Educational Organization Name]

[Insert Address]

Dear [Insert Recipient Name],

We are writing to inform you of a recent cybersecurity incident that may have involved your personal information. On [Insert Date of Breach], we discovered that unauthorized individuals gained access to our systems, potentially compromising the data of students, faculty, and staff.

As part of our commitment to safeguarding your information, we immediately took steps to contain the breach, secure our systems, and investigate the situation. The types of data that may have been involved include names, addresses, Social Security numbers, and academic records.

We recommend that you take the following steps to protect yourself:

- Monitor your accounts for any suspicious activity.
- Consider placing a fraud alert or credit freeze on your credit report.
- Review your statements and report any discrepancies.

We are offering complimentary credit monitoring services for one year. To enroll, please visit [Insert Enrollment Link].

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

We apologize for any inconvenience this may have caused and appreciate your understanding as we work to resolve this matter.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Educational Organization Name]

[Insert Contact Information]