April 23, 2025

**COMPANY XYZ**

John Smith

1234 Street

Chicago, IL 60614

**Notice of Data Security Incident**

Dear John Smith:

Company XYZ recently experienced a data security incident that may have involved your protected information. We take the privacy and security of your information seriously, and sincerely apologize for any concern or inconvenience this incident may cause you. This letter contains information about steps you can take to pro

**What Happened**

On April 23, 2022 we were alerted to unusual activity involving our information technology environment. In response, we initiated an investigation, took steps to secure our systems, and notified law enforcement. Additional, a third-party forensic firm was engaged to assist in the investigation.

**What Information Was Involved**

While in our IT environment, the unauthorized party may have accessed files that contain some of your information including your name in combination with some or all of the following: address, date of birth, Social Security Number, driver’s license number, medical record number, diagnosis, lab results, medications, treatment information, health insurance information, provider names, dates of treatment, and/or financial information.

At this time, we have no evidence that your data has been misused. Nevertheless, we are notifying you out of an abundance of caution and in compliance with applicable law.

**What We Are Doing**

To help prevent something like this from happening again, we have implemented, and will continue to adopt, additional safeguards and technical security measures to further protect and monitor our systems. Additionally, we are offering identify theft protection services through TransUnion.

**What You Can Do**

Remain vigilant—review account statements and credit reports for unauthorized activity.

Consider placing a fraud alert or security freeze with the credit bureaus (see contact list below).

Report suspicious activity immediately to us at companyxyz@email.com and to your financial institution.

**Resources**

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| --- | --- | --- | --- |
| **Credit Bureau** | **Fraud Alert** | **Security Freeze** | **Credit Report** |
| Equifax | 1‑800‑525‑6285 | 1‑800‑349‑9960 | annualcreditreport.com |
| Experian | 1‑888‑397‑3742 | 1‑888‑397‑3742 | annualcreditreport.com |
| TransUnion | 1‑800‑680‑7289 | 1‑888‑909‑8872 | annualcreditreport.com |

If you are an **Iowa, Massachusetts, North Carolina, or Washington** resident, you may also obtain a police report; see state‑specific addendum enclosed for your additional rights.

**California residents:** under Cal. Civil Code § 1798.82, you may also request the categories of information we collect and disclose.

**Contact Us**

We understand this situation may be concerning. If you have any questions or need help enrolling in the free identity‑protection services, please contact our dedicated team at 1-800-000-0000. Monday–Friday, 8:00 a.m. to 5:00 p.m. Central or email companyxyz@email.com.

We regret any inconvenience this incident may cause and remain committed to safeguarding your information.

Sincerely,

**Company XYZ**

Enclosures (State‑specific rights & resources, credit‑monitoring FAQ and activation instructions, copy of FTC’s “Identity Theft: A Recovery Plan” brochure, etc.)