# SAMPLE SECURITY BREACH NOTIFICATION LETTER

Date

Dear Recipient Name:

We are contacting you because we have learned of a serious data security incident that occurred on (specific or approximate date) *OR* between (date, year *and date, year)* that involved some of your personal information.

The breach involved (*provide a brief general description of the breach).* The information breached contained (*names, mailing addresses, and Social Security numbers, etc.*).

We are notifying you so you can take action along with our efforts to minimize or eliminate potential harm. [*describe action being taken*] Due to the serious nature of this incident, we strongly encourage you to take preventive measures to help prevent and detect any misuse of your information.

As a first preventive step, we recommend you closely monitor your financial accounts. If you see any unauthorized activity, promptly contact your financial institution. We also suggest you submit a complaint with the Federal Trade Commission, <https://www.identitytheft.gov/>, 600 Pennsylvania Avenue, NW, Washington, DC 20580, 877-FTC-HELP (877-382-4357).

As a second step, you also may want to contact the three U.S. credit reporting agencies (Equifax, Experian and TransUnion) to obtain a free credit report from each by calling 877-322-8228 or by logging onto [www.annualcreditreport.com](http://www.annualcreditreport.com/).

Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports periodically. A victim’s personal information is sometimes held for use or shared among a group of thieves at different times. Checking your credit reports periodically can help you spot problems and address them quickly.

 As a third step, you may want to contact the three U.S. credit reporting agencies to place the security freeze. Keep in mind that when you place the freeze, you will not be able to borrow money, obtain instant credit, or get a new credit card until you temporarily lift or permanently remove the freeze.

sample

To obtain a security freeze, contact the following agencies:

Experian

P.O. Box 4500

Allen, TX 75013

888-397-3742

[www.experian.com](https://www.experian.com/freeze/center.html)

Equifax

PO Box 740241

Atlanta, GA 30374

888-378-4329

[www.equifax.com](https://www.freeze.equifax.com/Freeze/jsp/SFF_PersonalIDInfo.jsp)

TransUnion

PO Box 2000

Chester, PA 19022-2000

800-916-8800

[www.transunion.com](https://freeze.transunion.com/sf/securityFreeze/landingPage.jsp)

If you have further questions or concerns, you may contact the undersigned at this special telephone number, 000-000-0000. You can also check our website at www.ourwebsite.org for updated information.

Sincerely,

Name

Title

Agency