

{{client_name}}

{{client_address}} · {{client_city_state_zip}} · {{client_phone}}

CONSUMER DATA BREACH NOTIFICATION

{{notice_date}}

{{recipient_name}}

{{recipient_address}}

{{recipient_city_state_zip}}

RE: Notice of a data breach affecting your information

NOTICE OF DATA BREACH

Dear {{recipient_name}},

We are writing to let you know about a data security incident at {{client_name}} that may have involved some of your personal information. We are sorry this happened, and this letter explains what we know, what we have done, and the steps you can take.

What happened.

On {{breach_discovered_date}}, we learned that {{breach_summary}}. We immediately began an investigation with outside cybersecurity experts and took steps to secure our systems. Our investigation determined that this occurred between {{breach_start_date}} and {{breach_end_date}}.

What information was involved.

The information involved may have included your {{breach_data_types}}. {{breach_data_exclusions}}

What we are doing.

We have secured our systems, notified law enforcement, and are notifying the attorneys general and consumer reporting agencies where required. We are offering you {{credit_monitoring_months}} months of {{credit_monitoring_product}} at no cost.

What you can do.

- Enroll in the complimentary monitoring by {{enrollment_deadline}} at {{enrollment_url}} using activation code {{activation_code}}.
- Review your account statements and report anything you do not recognize.
- Request a free credit report and consider a fraud alert or a security freeze — a freeze is free and can be placed with each of the three nationwide agencies.

For more information.

Call {{breach_hotline}}, {{breach_hotline_hours}}, or write to {{client_name}} at the address shown above. Additional information, including how to place a fraud alert or a security freeze, is enclosed with this letter and posted at {{breach_info_url}}.

Sincerely,

{{signer_name}}

{{signer_title}}

{{client_name}}