

5211 Ser
<Date>

<First Name Last Name>
<Street Address>
<City, State Zip Code>

Dear Sir/Madam:

This letter is to notify you of the potential compromise of your Personally Identifiable Information (PII). Specifically, (activity's name) at (location) reported on (date of report) that (describe what was lost, misplaced, etc.).

While there is no evidence to suggest personal data has been misused, it is the Department of the Navy policy to apprise individuals who may have had personal data compromised. We recommend you visit the Federal Trade Commission's web site at: <http://www.ftc.gov/bcp/edu/microsites/idtheft/> for guidance on protective action.

We take this potential data compromise very seriously and continue to strive to protect and secure your PII. Should you have any questions or concerns, please contact (POC and phone number).

We regret this unfortunate development and any inconvenience or undue concerns this may cause. Additional security measures have been implemented to prevent further losses and we are adopting new protocols to ensure all PII is protected.

Sincerely,

<CO>