<Date of Letter>

<Name, Address, City, State, Zip>

Dear *< Name of Organization or Client>*

We are writing to you because on *<Date of Breach>* a breach of personal information occurred at Salt Lake County, *<Name of Covered Entity>*.

<Describe what happened in general terms:
- *what type of information was involved in the breach*
- *date of the discovery of the breach*
- *what you are doing to investigate the breach, mitigate harm to individuals, and to protect against any further breaches.*
  - *Example: A back up disk containing names, addresses, account numbers, diagnosis and procedure codes, and charges for patients seen between January 11 and January 15, 2010 was lost. We have notified local police and the data storage company and have instituted a process that will encrypt all data on back up disks we create in the future.>*

To protect yourself from the possibility of identity theft, we recommend you contact the three major credit bureaus listed below and place a fraud alert on your credit files. You will then receive letters from them with instructions on how to get a free copy of your credit report.

- **Equifax:** 1-800-525-6285; www.equifax.com; P.O. Box 740241, Atlanta, GA 30374-0241.
- **Experian:** 1-888-EXPERIAN (397-3742); www.experian.com; P.O. Box 9532, Allen, TX 75013.
- **TransUnion:** 1-800-680-7289; www.transunion.com; Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA 92834-6790.

When you receive your credit reports, look for accounts you did not open, inquiries from creditors you did not initiate, and any inaccurate personal information. If you see anything you do not understand, call the credit reporting agency at the telephone number on the report. If you find suspicious activity on your credit reports, contact your local law enforcement and file a police report of identity theft.   In addition, the Utah State Attorney General's Office has established IRIS, the Identify Theft Reporting Information System which provides tools and resources to assist you. IRIS is located at http://idtheft.utah.gov/index.html .

<Name of Covered Entity> regrets this recent breach of personal information and is taking action to correct the situation and improve security measures. If you have any questions or wish additional information, contact *<Covered entity name, address, telephone number, website and contact individual>.*

<Closing>