



UNITED STATES OF AMERICA
FEDERAL TRADE COMMISSION
WASHINGTON, D.C. 20580

Division of Privacy and Identity Protection
Bureau of Consumer Protection

SAMPLE LETTER C

January 19, 2010

Dear *:

The Federal Trade Commission (FTC) is sending this letter because at least one computer file containing sensitive personal information from or about your students, employees, and/or others has been shared from your computer network, or the network of one of your service providers, to a peer-to-peer file sharing (P2P) net

bureaus – about the exposure. Many states and federal regulatory agencies have laws or guidelines about your notification responsibilities in these circumstances.

We also recommend that you read the FTC business guidance on protection