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February X, 2019

Name

Dear XXXX,

At Webster Five, we take pride in providing our customers with the best possible service and are dedicated to protecting your personal information. Unfortunately, due to an internal error, Annual Distribution Recalculation Notices for retirement plans were recently mailed to incorrect recipients. These notices contained personal information including customer names, addresses and required minimum distribution amounts. The notices do not contain account numbers, only a plan number that is used for internal record keeping, so you can feel confident that your account information is safe. We sincerely apologize for this error and you can be assured that we've taken steps to avoid similar errors in the future.

If you have received another customer's notice, please destroy it. Your personal Annual Distribution Recalculation Notice is enclosed for your reference.

If you have any questions or concerns, please do not hesitate to reach out.
Contact info:

Thank you for your business and the opportunity to serve your financial needs.

Sincerely,