

Formal Notice of Unauthorized Access

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a serious matter regarding your subscription account [Account Number/ID] with us.

It has come to our attention that there has been unauthorized access to your account. We take this matter very seriously and are committed to ensuring the security of your personal information.

Please be advised that we have taken the necessary steps to secure your account and have initiated an investigation into this incident. In the meantime, we recommend that you change your password immediately and enable any additional security features available to you.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]