

Notice of Unauthorized Account Activity

Date: [Insert Date]

Dear [Account Holder's Name],

We are writing to inform you of some unauthorized activity detected on your account ([Account Number]) as of [Date of Activity].

Details of the activity are as follows:

- Date of Transaction: [Insert Date]
- Transaction Description: [Insert Description]
- Amount: [Insert Amount]

We take these matters very seriously and have taken immediate steps to secure your account. We recommend that you reset your password and review your recent transactions for any additional unauthorized activity.

If you have any questions or require assistance, please contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]