

Phishing Incident Explanation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a recent phishing incident that may have affected your account.

On [date of incident], we detected suspicious activity that appeared to be an attempt to acquire personal information through deceptive emails.

As a precaution, we have taken immediate steps to secure your account, including [list measures taken, e.g., resetting passwords, monitoring for unauthorized access].

We advise you to:

- Change your password immediately.
- Be vigilant of any unusual activity on your account.
- Report any suspicious emails or communications to us.

For more information about phishing and how to protect yourself, please visit [link to resources].

We apologize for any inconvenience this may have caused and appreciate your understanding as we work to keep your information secure.

Sincerely,
[Your Name]
[Your Position]
[Your Company]