

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Account Confidentiality Notification

We are reaching out to inform you about the importance of maintaining confidentiality regarding your account information. To ensure the privacy and security of your personal data, we request that you refrain from sharing your account details with anyone.

If you suspect any unauthorized access to your account or if you have any questions regarding your account security, please contact us immediately.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]