

Account Access Violation Report

Date: [Insert Date]

To: [Recipient Name]

[Recipient Job Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally report an account access violation incident that occurred on [insert date of the incident]. My account, [insert account name or number], has been accessed without my authorization. Below are the relevant details of the incident:

Incident Details:

- **Date of Violation:** [Insert Date]
- **Time of Violation:** [Insert Time]
- **IP Address Used for Access:** [Insert IP Address]
- **Description of Unauthorized Activity:** [Describe the activities that occurred]

I have taken the following steps to secure my account:

- [List actions taken, e.g., changing password, enabling two-factor authentication, etc.]

I kindly request your assistance in investigating this matter and protecting my account from further unauthorized access. Please let me know if you require any additional information from my side.

Thank you for your prompt attention to this serious issue.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]