

Account Intrusion Disclosure

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that we have detected an intrusion into your account associated with [Account Details or Reference Number]. Our team has been investigating this matter to ensure the security of your personal information.

On [Date of Incident], we noticed unauthorized access to your account, and we have taken immediate actions to mitigate any potential risks. Your account has been temporarily suspended to protect your information while we conduct a thorough investigation.

We recommend that you take the following steps:

- Change your account password immediately.
- Monitor your account statements for any unusual activity.
- Enable two-factor authentication if not already done.

We understand this may cause concern, and we want to assure you that we are committed to protecting your information. If you have any questions or require assistance, please do not hesitate to contact our support team at [Support Contact Information].

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]