

# Security Incident Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Security Incident Regarding Account Access

Dear [Recipient's Name],

We are writing to inform you of a security incident that has occurred regarding your account. On [insert date of incident], we detected unauthorized access attempts to your account.

We have taken immediate action to secure your account, including [list actions taken, e.g., password reset, account locking, etc.]. We recommend that you change your password immediately and enable two-factor authentication for added security.

We are currently conducting a thorough investigation into this incident. We take the security of your account very seriously and are implementing measures to prevent such incidents in the future.

If you have any questions or concerns, please do not hesitate to reach out to our support team at [support email or phone number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]