

# Unauthorized Account Access Notification

Dear [Recipient's Name],

We are writing to inform you of a recent incident involving unauthorized access to your account ([Account Number or Username]). We take the security of your account very seriously and have initiated an investigation into this matter.

Details of the incident:

- Date and time of unauthorized access: [Date and Time]
- IP Address used: [IP Address]
- Actions taken: [Brief description of actions taken]

As a precaution, we recommend that you change your password immediately and enable two-factor authentication if you haven't done so already. If you notice any unauthorized transactions or suspicious activity on your account, please contact us immediately.

We apologize for any inconvenience this may have caused and appreciate your understanding as we work to resolve this issue.

Thank you,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]