

# Important Security Alert

Dear [Client's Name],

We are writing to inform you about a potential security issue that has been identified concerning your data. We take data security very seriously and want to ensure that you are informed and can take appropriate actions to protect your information.

## What Happened?

[Brief description of the incident or potential threat]

## What We Are Doing

[Information on preventive measures or responses taken by the company]

## Recommended Actions for You

- Change your passwords for online accounts.
- Monitor your financial statements and accounts for unusual activity.
- Enable two-factor authentication where available.

## Contact Us

If you have any questions or concerns, please do not hesitate to contact us at [contact information]. We are here to help you.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]