

# Important Update: New Password Requirements

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that our organization is implementing new password requirements effective [Effective Date]. To enhance the security of your account and protect your personal information, please be aware of the following changes:

- Your password must be at least [X] characters long.
- It must include a combination of uppercase and lowercase letters, numbers, and special characters.
- You will be required to change your password every [Y] days.
- Password reuse from the previous [Z] passwords will not be allowed.

We recommend that you update your password by [Deadline for Password Update]. Instructions for updating your password can be found [link to instructions or portal].

If you have any questions or need assistance, please do not hesitate to contact our support team at [Support Contact Information].

Thank you for your attention to this matter and for helping us maintain the security of our systems.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Organization]