

Notice of Updated Password Management Practices

Dear [Recipient's Name],

We are writing to inform you about our updated password management practices that will enhance the security of our systems and your personal information.

As part of our ongoing commitment to protect our users, we are implementing the following changes:

- Mandatory use of strong passwords with a minimum of 12 characters.
- Regular password updates every 90 days.
- Two-factor authentication for all account logins.
- Monitoring of unusual login attempts and alerts to users.

Please ensure that you update your password following these new guidelines before [Deadline Date]. Detailed instructions on how to do this will be sent in a separate communication.

We appreciate your cooperation in helping us maintain a secure environment.

Thank you,

[Your Name]

[Your Position]

[Your Company]