

Important Notice Regarding Your Account

Dear [Client's Name],

We are reaching out to inform you of a recent security incident that may have affected your account with us. On [date of incident], we discovered an unauthorized access to our systems.

Your personal information, including your [relevant details such as name, email, or account number], may have been compromised. We take this situation very seriously and are currently investigating the matter to ensure it does not happen again.

We recommend that you take the following steps to protect your account:

- Change your password immediately.
- Monitor your account for any unauthorized activity.
- Consider enabling two-factor authentication if available.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue. If you have any questions or need assistance, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Title]
[Company Name]