

# Access Violation Announcement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Access Violation

Dear [Recipient's Name],

We are writing to inform you of a recent incident regarding unauthorized access to [specific system/resource]. It has come to our attention that an access violation occurred on [date of incident], resulting in [brief description of the impact or data affected].

As a precautionary measure, we have implemented immediate security protocols to prevent further violations. We are currently investigating the incident and will take appropriate actions based on our findings.

Please ensure that you do not access or share any sensitive information related to this incident until further notice. We appreciate your cooperation as we work to resolve this matter.

If you have any questions or require further clarification, please do not hesitate to contact us at [your contact information].

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]