

# Unauthorized Access Notification

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Insert Recipient Name],

We are writing to inform you of a security incident that occurred on [Insert Date of Incident] involving unauthorized access to your account.

Our investigation revealed that [briefly describe the nature of the unauthorized access]. We take this matter very seriously and have taken immediate action to secure your account. The following steps have been taken:

- Account access has been temporarily disabled.
- We have reset your password.
- Security measures have been enhanced to prevent future incidents.

Please take the time to review your recent account activity and report any suspicious actions immediately. To regain access to your account, please follow the instructions sent to your registered email address.

We apologize for any inconvenience this may have caused and appreciate your understanding as we work to resolve this issue.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]