

Unauthorized Access Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Organization's Name]

Dear [Recipient Name],

We are writing to inform you of a recent security incident that has come to our attention. Our records indicate that your account has been accessed without authorization on [Insert Date of Incident]. This access was not authorized by you and raises concerns regarding the security of your personal information.

We take the protection of your data very seriously and are committed to maintaining the highest security standards. We have taken immediate steps to secure your account and prevent any further unauthorized access.

We recommend that you **change your password** and review your recent account activity for any unauthorized transactions. Please contact our support team at [Insert Contact Information] if you notice any discrepancies or if you have any questions.

We apologize for any inconvenience this may cause and appreciate your understanding as we address this issue.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]