

# Important Notification Regarding Your Account

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you of a recent security incident that may have affected your account with [Financial Institution Name]. Our priority is to maintain the security and confidentiality of your personal information.

On [Insert Date of Breach], we detected unauthorized access to our systems, and we promptly initiated an investigation. As of now, we cannot confirm whether any personal data was compromised. However, we encourage you to take precautionary measures.

## What You Can Do:

- Change your account password immediately.
- Monitor your account statements for any unauthorized transactions.
- Enable two-factor authentication for added security.
- Contact us at [Customer Service Phone Number] if you notice any suspicious activity.

## What We Are Doing:

We have implemented additional security measures to protect your account and prevent future incidents. We are also cooperating with the appropriate authorities and cybersecurity experts to enhance our security protocols.

We apologize for any inconvenience this may cause and appreciate your understanding as we work diligently to address this matter.

If you have any questions or need further assistance, please feel free to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Financial Institution Name]