

# Unauthorized Access Notification

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an incident involving unauthorized access to your utility services account. Our records indicate that there was an attempt to access your account on [Insert Date of Incident], which was detected by our security systems.

We take this matter very seriously and are currently investigating the situation to ensure the security of your account. As a precaution, we have temporarily suspended access to your account until we can confirm its safety.

To help us secure your account, we recommend that you change your password immediately and enable two-factor authentication if you haven't done so already.

If you have any questions or need further assistance, please do not hesitate to contact our customer service department at [Insert Contact Information].

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]