[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Important Notification – Unauthorized Access Attempt Detected**

Dear [Recipient’s Name/Valued Customer/Team],

We are writing to inform you that our systems recently detected an unauthorized access attempt involving [*specific system, account, or data, if applicable*]. We take the security of our systems and your data very seriously and want to assure you that immediate action was taken to address the situation.

**What Happened**

On [DATE/TIME], an attempt was made to access [*specific system or account, e.g., your account, the company database, etc.*] without authorization. Our security systems successfully detected and prevented the unauthorized access attempt.

**What We Have Done**

To ensure the continued safety of your information, we have:

* Blocked the unauthorized access attempt and identified the source.
* Strengthened security measures, including [*e.g., updating firewalls, enhancing monitoring protocols, etc.*].
* Initiated a detailed investigation to ensure no further risks are present.

**What You Should Do**

As an added precaution, we recommend that you:

* Change your password immediately if your account was targeted.
* Enable multi-factor authentication (MFA) for your account if it is not already active.
* Be vigilant for any suspicious activity in your account and report it to us immediately.

**Our Commitment to Security**

We are committed to maintaining the integrity of our systems and the privacy of your data. We will continue to monitor for any unusual activity and provide updates as necessary.

If you have any questions or need assistance, please contact [Name, Title] at [Email Address/Phone Number].

Thank you for your understanding and for helping us maintain a secure environment.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]