

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Important Security Notification Regarding Your Account

Dear [Customer Name],

We are writing to inform you that we have detected unauthorized activity involving your bank account ending in [Last 4 Digits of Account Number]. Protecting your financial security is our top priority.

What Happened:

On [Date], our security systems identified [brief description of activity, e.g., suspicious login attempts / unauthorized transactions]. We believe your account credentials may have been compromised.

What We Have Done:

As a precautionary measure, we have [actions taken, e.g., temporarily suspended online access / deactivated your debit card / placed a hold on the account] to prevent further unauthorized access.

What You Need To Do:

- **Reset Your Password:** Please log in via our official website or mobile app to update your password and security questions immediately.
- **Review Your Statements:** Carefully examine your recent transactions. If you identify any additional activity you do not recognize, please notify us at [Phone Number].
- **Enable Two-Factor Authentication:** If you have not already done so, please enable multi-factor authentication for an added layer of security.
- **Monitor Your Credit:** We recommend monitoring your credit reports for any signs of identity theft.

Contact Us:

If you have any questions or require assistance in securing your account, please call our fraud department at [Phone Number] or visit your local branch.

We apologize for any inconvenience this may cause and thank you for your cooperation in keeping your account safe.

Sincerely,

[Name/Department]
[Bank Name]