

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Company Name]
[Department, e.g., Fraud Department]
[Company Address]
[City, State, Zip Code]

Subject: Notice of Unauthorized Access to Account #[Your Account Number]

Dear Customer Service Team,

I am writing to formally notify you that I have detected unauthorized access to my account listed above. I discovered this activity on [Date] after noticing [describe activity, e.g., an unfamiliar login notification / unauthorized transactions / changes to my profile settings].

I did not authorize these actions, and I believe my account security has been compromised. To protect my account, I have already taken the following steps:

- Changed my account password.
- Enabled two-factor authentication (if applicable).
- [List any other steps taken].

I request that you take the following actions immediately:

- Secure the account and investigate the unauthorized activity.
- Reverse any fraudulent transactions or changes made during the breach.
- Provide me with a log of the recent IP addresses and locations that accessed the account.
- Place a temporary hold on the account if necessary to prevent further loss.

Please confirm receipt of this notice and provide me with a reference number for this investigation. I can be reached at the phone number or email address provided above if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]