

Date: [Insert Date]

To: [Recipient Name/Employee ID]

Subject: Official Notice of Failed Authentication Attempt

Dear [Recipient Name],

This letter serves as an official notification regarding a failed authentication attempt recorded on your account. Our security monitoring systems flagged an unauthorized or unsuccessful login effort with the following details:

- **Account Affected:** [Insert Username/Email]
- **Date and Time:** [Insert Timestamp]
- **IP Address:** [Insert IP Address]
- **Device/Location:** [Insert Device Info or Location]

If this attempt was made by you, please ensure you are using the correct credentials and following the approved multi-factor authentication (MFA) protocols. If you have forgotten your password, please use the official reset portal or contact the IT Service Desk.

If you did not attempt to log in at this time, please take the following actions immediately:

1. Change your account password immediately.
2. Review your account for any unauthorized activity.
3. Report this incident to the Information Security Department at [Insert Contact Info].

Maintaining the security of our network is a collective responsibility. Failure to secure your credentials may lead to a breach of corporate data and potential disciplinary action in accordance with the company security policy.

Sincerely,

[Your Name/Signature]

[Your Title]

[Department Name]