

Date: [Insert Date]

Subject: Notification of Personal Identification Number (PIN) Generation

Dear [Recipient Name],

This letter is to formally notify you that a new Personal Identification Number (PIN) has been successfully generated for your account associated with [Service Name/Account Number].

For your security, please follow the instructions below:

- Log in to your secure online portal to view or activate your PIN.
- Memorize your PIN and do not share it with anyone.
- Destroy any physical documents containing sensitive information once you have recorded the details securely.

If you did not request a new PIN, please contact our customer support team immediately at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Sender Name]  
[Organization Name]  
[Contact Information]