

Subject: Urgent: Security Notification Regarding Your Account

Dear [Policyholder Name],

We are writing to inform you of a recent security incident that may have involved some of your account information. Protecting your data is our top priority, and as a precautionary measure, we require all policyholders to reset their account passwords immediately.

**What Happened?**

Our security team recently identified unauthorized access to certain parts of our internal systems. While we are still investigating the full extent of the incident, we are taking proactive steps to ensure your account remains secure.

**What You Need to Do:**

Please log in to your account through our official website at [Website URL] and follow the prompts to create a new password. If you use the same password for other online services, we strongly recommend that you change those passwords as well.

**Tips for a Strong Password:**

- Use a minimum of 12 characters.
- Include a mix of uppercase and lowercase letters, numbers, and symbols.
- Avoid using personal information like birthdays or common words.

**Our Commitment to You:**

We have enhanced our security monitoring and are working with law enforcement and cybersecurity experts to prevent this from happening again. We apologize for any inconvenience this may cause.

If you have any questions or notice any suspicious activity on your account, please contact our customer support team at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Department Name]