

Informal Quick Notification Email

Subject: Heads Up About Your Account

Hi [Recipient Name],

We wanted to let you know quickly that some of your data might have been exposed. No need to panic â€” weâ€™ve secured the systems and are monitoring things closely.

Please [suggest quick steps like change password, check statements]. If you have any questions, just hit reply or contact us at [contact info].

Thanks for your understanding,

[Your Company Name]

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