

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Security Vulnerability Notification

We are writing to inform you of a security vulnerability that has been identified in [specific product/service] provided by [Your Company]. The details are as follows:

****Vulnerability Description:****

[Provide a brief description of the vulnerability, including potential impact and affected systems if applicable.]

****Discovery Date:****

[Date when the vulnerability was discovered.]

****Mitigation Steps:****

We have taken the following actions to address this issue:

1. [Action 1]
2. [Action 2]
3. [Action 3]

****Recommended Actions for Users:****

We recommend that you take the following steps to secure your systems:

1. [Recommended Action 1]
2. [Recommended Action 2]
3. [Recommended Action 3]

****Contact Information:****

For any questions or further assistance, please do not hesitate to reach out to us at [contact email/phone number].

Thank you for your attention to this important matter. We are committed to ensuring the security and integrity of our services.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]