

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Login Confirmation

Dear [Recipient's Name],

We are writing to confirm that you have successfully logged into your account on [Date and Time] from [Location/Device].

If you did not initiate this login, please contact our support team immediately at [Support Email/Phone Number].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

[Company Website]