

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Login Notification

Dear [Recipient's Name],

We would like to inform you that a login to your account has been detected. Below are the details of the login activity:

- **Date and Time:** [Date and Time]
- **IP Address:** [IP Address]
- **Location:** [City, Country]

If you recognize this activity, no further action is needed. If you do not recognize this login, please secure your account immediately by resetting your password.

For additional assistance, you can contact our support team at [Support Email/Phone Number].

Thank you,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]