

# BEC Notification Template



MERIT 2.0

**THIS EMAIL WILL NOTIFY AFFECTED USERS ABOUT THE INCIDENT PROFESSIONALLY AND STRAIGHTFORWARDLY.**

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**Subject:** Important Security Notice Regarding Recent Emails from My Account

Dear [Colleague/Team/All],

I am reaching out to inform you about a security incident involving my email account. Between [insert timeframe, e.g., "October 10th and October 12th"], an unauthorized party compromised my email account.

During this period, you may have received emails from my account that contained suspicious links, attachments, or requests. **Please do not open any emails from me dated within this timeframe**, and if you have already done so, refrain from clicking on any links or downloading attachments from those messages.

**If you interacted with any suspicious emails from my account, I recommend taking the following steps:**

- **Do not click on any further links or attachments** in those emails.
- **Run a complete antivirus and anti-malware scan** on your device to check for potential threats.
- **Change your passwords** if you entered credentials after clicking on a link.
- **Report any unusual activity** to our IT/security department at [IT contact information].

I sincerely apologize for any inconvenience or concern this may have caused. I am working closely with our IT and security teams to address the situation and prevent future incidents.

We appreciate your understanding and cooperation. If you have any questions or need assistance, don't hesitate to contact me or the IT/security team directly.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]

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**Please Note:** Before sending this email, ensure it is reviewed and approved by your IT/security department to align with our organization's communication policies.

## About MERIT 2.0

MERIT was founded in 1983 and was re-branded in 2020 as MERIT 2.0. Our Mission Statement is *To educate every worker at every client and provide them the technology to improve.*

## How to Contact MERIT 2.0

**SERVICE/REPAIRS/HELPDESK:**  
service@meritsolutions.net  
or call 757-420-5150  
www.meritsolutions.net