Dear Customer

**Security Notification**

Overnight one of our company email accounts has been compromised and due to this some of you may have received an email which could potentially be harmful. If you have received an email from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please delete this immediately and if you have already opened the email attachment please take the following measures;

1. Perform a Virus scan (if this is managed by your IT department please ensure they are aware)
2. Change/update your email account password.
3. Check your email forwarding to ensure no addresses have been added as forwarders.
4. Check message rules if you are using Outlook as your email client to ensure no new/unrecognised rules have been created
5. As a precaution, if you have admin privileges temporarily remove them because this could allow permissions for any potential malware to spread over to other machines

Please rest assured we are working through this thoroughly to ensure further security measures are in place to stop this from happening in the future.

Please accept out apologies and if you have any questions please don’t hesitate to give us a call.

Kind Regards

**Your Company/Contact**