

Letter of Acknowledgment of Breach of Confidentiality

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally acknowledge the breach of confidentiality that occurred on [insert date of breach]. We take this matter very seriously and are committed to addressing the situation promptly and thoroughly.

The details of the breach are as follows:

- Date of breach: [Insert date]
- Nature of breach: [Brief description]
- Parties involved: [Names if applicable]

We are currently investigating the circumstances surrounding this breach and will implement necessary measures to prevent future occurrences. We appreciate your understanding as we handle this matter.

If you have any questions or require further information, please do not hesitate to contact us at [insert contact information].

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]