

Action Required for Breach of Confidentiality

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Immediate Action Required Regarding Breach of Confidentiality

Dear [Recipient's Name],

We are writing to inform you of a serious breach of confidentiality that has occurred involving [specific details about the breach]. This incident may have implications for the security and privacy of sensitive information.

As a result of this breach, we require your immediate action to address the situation. Please take the following steps:

1. Conduct a thorough review of all relevant data and communications.
2. Implement necessary measures to contain and rectify the breach.
3. Prepare a written report detailing the circumstances and your response by [insert deadline].

Failure to respond promptly may lead to further action, including potential disciplinary measures. We appreciate your immediate attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Title]

[Your Contact Information]