

Breach of Confidentiality Advisory

Date: [Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a breach of confidentiality that has come to our attention. This breach was identified on [date of breach identification], involving [brief description of the incident].

We take such matters seriously and are committed to ensuring that your information is protected. The following actions will be taken in response to this incident:

- [Action 1]
- [Action 2]
- [Action 3]

We highly recommend that you take the following steps to mitigate any potential impact:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

If you have any questions or concerns, please feel free to contact us at [contact information]. We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]