

Breach of Confidentiality Inquiry

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inquire about a potential breach of confidentiality concerning [briefly describe the nature of the information or incident, e.g., "confidential company data"]. We take such matters very seriously and would like to gather more information regarding this situation.

Specifically, we would appreciate your insights on the following questions:

- [Question 1]
- [Question 2]
- [Question 3]

Please provide your response by [insert deadline, e.g., "the end of the week"] so we can address this matter appropriately.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]