

# Breach of Confidentiality Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a breach of confidentiality that has occurred concerning your personal information. This breach was identified on [insert date of breach] and involved [describe the nature of the breach, e.g., unauthorized access, loss of data, etc.].

We take the privacy of your information seriously and have taken immediate actions to address the situation. [Briefly describe any measures being taken to secure information and prevent future breaches.]

Please be assured that we are committed to protecting your privacy and the confidentiality of your information. We recommend that you [include any recommended actions for the recipient, such as monitoring accounts or changing passwords].

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

We sincerely apologize for any distress this may cause you and appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]