

# Confidentiality Breach Resolution Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request a resolution regarding the recent breach of confidentiality that occurred on [Insert Date of Breach]. As you are aware, this incident involved [briefly describe the nature of the breach and any specifics].

To mitigate the impact of this breach and prevent future occurrences, I would like to propose the following steps: [list suggested actions or resolutions].

It is crucial that this matter is addressed promptly to restore trust and ensure compliance with confidentiality agreements. I appreciate your attention to this serious issue and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]