

# Notice of Breach of Confidentiality

**Date:** [Insert Date]

**To:** [Recipient Name]

**Address:** [Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of a breach of confidentiality regarding the sensitive information you are responsible for safeguarding. This breach was identified on [Insert Date of Breach] and involves [describe the nature of the breach and the information involved].

We take this situation very seriously and are committed to protecting our information resources. As per our confidentiality agreement, we expect immediate action to be taken on your part to mitigate the impacts of this breach. Specifically, we request that you:

- Provide a detailed explanation of how the breach occurred.
- Outline the steps you will take to prevent such incidents in the future.
- Inform us of any affected parties that need to be notified.

Please respond by [Insert Response Deadline] with the requested information. Failure to address this breach may result in further actions being considered.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]