

Confidentiality Breach Notification

Date: [Insert date]

To: [Board Member's Name]

Subject: Notification of Confidentiality Breach

Dear [Board Member's Name],

We are writing to inform you of a breach of confidentiality that has occurred within our organization. On [insert date of breach], it was discovered that [brief description of the breach, e.g., sensitive information was inadvertently shared or accessed by unauthorized individuals].

We take this matter very seriously and are actively investigating the circumstances surrounding the breach. We are also implementing measures to prevent similar incidents in the future, including [mention specific actions, e.g., enhanced training, updated security protocols].

Please be assured that we are committed to protecting all confidential information and will keep you updated on any developments regarding this situation. If you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]