

Confidentiality Breach Notification

Date: [Insert Date]

Dear [Client's Name],

We are writing to inform you of a breach of confidentiality that may have affected your personal information. We take your privacy very seriously and have taken immediate steps to investigate the incident.

On [insert date of breach], we discovered that [describe the nature of the breach, e.g., unauthorized access, data exposure, etc.]. As a result, certain information, including [specify types of information, e.g., names, addresses, account details], may have been compromised.

We have implemented measures to secure our systems and prevent future occurrences. We recommend that you [insert recommendations, e.g., change passwords, monitor accounts, etc.].

Please feel free to reach out to us at [insert contact information] with any questions or concerns you may have regarding this matter.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]