

Confidentiality Breach Notification

Date: [Insert Date]

Dear Valued Customer,

We are writing to inform you of a confidentiality breach that may have involved your personal information. We take your privacy seriously and want to assure you that we are taking this matter very seriously.

On [Insert Date of Breach], we discovered that [briefly describe the nature of the breach]. We believe that your personal information, including [list types of information potentially compromised], may have been accessed by unauthorized individuals.

We have taken immediate steps to rectify this issue, including [list any actions taken to secure the data]. Additionally, we recommend that you [provide steps customers can take to protect themselves, such as monitoring their accounts or changing passwords].

Your trust is our highest priority, and we are committed to protecting your information. If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

We sincerely apologize for any inconvenience this may cause and thank you for your understanding as we address this situation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]