

# Confidentiality Breach Notification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Company Name]

[Partner's Address]

Dear [Partner's Name],

We are writing to inform you of a confidentiality breach that has occurred within our organization, which may have affected your sensitive information. We take this matter very seriously and are committed to addressing it transparently and promptly.

On [insert date of breach], we discovered that [describe the nature of the breach, e.g., unauthorized access to confidential data]. We believe that the following information related to your partnership may have been compromised: [list specific information].

We have taken immediate steps to mitigate the breach, including [describe actions taken, such as notifying authorities, enhancing security measures, etc.]. Additionally, we are conducting a thorough investigation to determine the full extent of the breach and to prevent future occurrences.

Please rest assured that we value our partnership and your trust in us. We are committed to maintaining the confidentiality and security of your information. If you have any questions or require further information, please do not hesitate to contact us at [insert contact details].

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]