

Confidentiality Breach Notification

Date: [Insert Date]

[Regulatory Body Name]

[Regulatory Body Address]

[City, State, Zip Code]

Dear [Regulatory Body Contact/Title],

We are writing to inform you of a potential breach of confidentiality involving sensitive information held by [Your Company Name]. On [Insert Date of Breach], we discovered that [describe the nature of the breach in brief, such as unauthorized access, data leak, etc.].

We take this matter very seriously and have implemented immediate measures to mitigate the impact of the breach, including [briefly describe actions taken, such as informing affected parties, enhancing security protocols, etc.].

We are currently investigating the incident to understand its scope and identify any affected individuals. As per regulatory requirements, we will keep you updated on our findings and any actions taken afterward.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding as we address this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]