

Confidentiality Breach Notification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Representative Name],

We are writing to inform you about a confidentiality breach that has occurred involving our recent dealings. This breach may have compromised the security of confidential information that involves your organization.

Details of the breach are as follows:

- **Date of Incident:** [Insert Date]
- **Nature of Breach:** [Insert Description]
- **Information Involved:** [Insert Information Details]

We take this matter very seriously and are committed to investigating thoroughly to mitigate any potential impact. We recommend that you take appropriate measures to safeguard your information and monitor any unusual activity.

We will provide updates as we learn more about the situation. If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

We appreciate your understanding and cooperation as we work through this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]