

Letter of Demand to Reduce Sharing of Sensitive Details

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Demand to Reduce Sharing of Sensitive Information

Dear [Recipient's Name],

I am writing to formally express my concern regarding the sharing and dissemination of sensitive information related to [specific details of the sensitive information]. It has come to my attention that such information is being shared with parties who may not have the necessary clearance or need-to-know basis.

Given the potential risks associated with this practice, I hereby demand that you take immediate action to reduce the sharing of this sensitive data and ensure that only authorized personnel have access. Failure to address this matter may result in further action.

I expect your prompt attention to this serious concern and look forward to your response by [specific date]. Thank you for your cooperation.

Sincerely,
[Your Name]