

Confidentiality Breach Disclosure

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are writing to inform you about a recent incident involving a breach of confidentiality that may have affected your personal information. We take this matter very seriously and want to ensure you are fully informed about the situation.

On [insert date of breach], we discovered that [briefly describe the nature of the breach and how it occurred]. We have conducted a thorough investigation and have taken immediate steps to mitigate any potential harm.

Please be assured that we are committed to protecting your information and are implementing additional security measures to prevent such incidents from occurring in the future.

We recommend that you remain vigilant and monitor your accounts for any suspicious activity. If you have any questions or need assistance, please do not hesitate to contact us at [insert contact information].

We sincerely apologize for any concern this may cause and appreciate your understanding as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]