

Notice of Confidentiality Breach

Date: [Insert Date]

Dear [Affected Individual's Name],

We are writing to inform you of a breach of confidentiality that may have involved your personal information. We take your privacy very seriously and want to ensure you are aware of this situation.

On [Insert Date of Incident], we discovered that [brief description of the breach]. We believe that the following information may have been accessed: [list types of information, e.g., name, address, social security number].

Upon learning of this incident, we took immediate action to investigate the breach and have implemented measures to prevent a similar situation from occurring in the future.

While we are still assessing the full impact, we recommend that you take the following precautions to protect your information:

- Monitor your financial accounts for any unauthorized transactions.
- Consider placing a fraud alert on your credit report.
- Review your credit report for inaccuracies.

If you have any questions or need further assistance, please contact us at [insert contact information]. We sincerely apologize for any distress this may cause and appreciate your understanding in this matter.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]