

Confidentiality Breach Warning

Date: [Insert Date]

To: [Partner's Name]

From: [Your Company Name]

Dear [Partner's Name],

We are writing to inform you of a potential breach of confidentiality that may have occurred regarding our mutual partnership. It has come to our attention that certain sensitive information may have been inadvertently disclosed.

We take such matters very seriously and are currently investigating the situation to understand the full extent of the breach. Please be assured that we are implementing additional measures to safeguard our confidential data and prevent future occurrences.

We request that you review your records and protocols to ensure that our confidential information remains secure. Please report any suspicious activity to us immediately.

Thank you for your attention to this urgent matter. We greatly value our partnership and are committed to maintaining the highest level of confidentiality and trust.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]