

Confidentiality Breach Notification

Date: [Insert Date]

To: [Director's Name]

From: [Your Name]

Subject: Notification of Confidentiality Breach

Dear [Director's Name],

I am writing to inform you of a confidentiality breach that has occurred within the organization that may affect your personal data and sensitive information.

On [insert date of breach], we discovered that [brief description of the breach and how it happened]. As a result, [explain the potential impact of the breach].

We are committed to protecting your information and have taken immediate actions to address the situation, which include [list measures taken to mitigate the breach].

We recommend that you [provide any suggested actions for the director, such as monitoring accounts, changing passwords, etc.].

If you have any questions or require further information, please do not hesitate to reach out to me directly at [your contact information].

We apologize for the inconvenience this may cause and appreciate your understanding as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]