

Letter of Acknowledgment for Unintended Disclosure

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the unintended disclosure of confidential information that occurred on [insert date of disclosure]. We take this matter very seriously and are deeply regretful of any inconvenience this may have caused.

Please rest assured that we are taking appropriate steps to investigate the circumstances surrounding this incident and to mitigate any potential impact. We have implemented measures to ensure that similar incidents do not occur in the future.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation regarding this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]