

Letter of Intention to Amend After Policy Breach

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Intention to Amend Following Policy Breach

I am writing to formally address the recent breach of policy that occurred on [insert date of breach]. We acknowledge the seriousness of this matter and are committed to taking the necessary steps to amend and improve our processes moving forward.

We have identified the key areas of concern and are implementing the following measures to ensure compliance with the established policies:

- [Amendment 1]
- [Amendment 2]
- [Amendment 3]

We believe these amendments will rectify the issues that led to the breach and prevent future occurrences. We would appreciate the opportunity to discuss this matter further and welcome any feedback you may have.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]