

# Sensitive Information Disclosure Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that sensitive information regarding [briefly describe the nature of the information] has been disclosed. This information was inadvertently shared on [mention the date] due to [explain the reason for disclosure].

We take this matter seriously and are implementing measures to ensure that similar incidents do not occur in the future. We recommend that you monitor your information closely and take any necessary precautions.

If you have any questions or need further assistance, please contact us at [Your Contact Information].

We apologize for any inconvenience this may cause and appreciate your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]