

# Confidentiality Breach Notification

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are writing to inform you of a breach of your confidentiality that occurred on [insert date of breach]. We value your trust and take the privacy of your information seriously.

Details of the Breach:

- Description of what occurred
- The type of information involved
- Steps we are taking to address the situation

We sincerely apologize for any inconvenience this may cause and are committed to ensuring this does not happen again. If you have any questions or need further information, please do not hesitate to contact us at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]