

Breach of Confidentiality Notice

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as formal notification regarding a breach of confidentiality associated with [specific information or project name] that occurred on [date of breach]. It has come to our attention that [describe the details of the breach].

We take breaches of confidentiality seriously as they compromise the integrity of our relationship and the trust placed in our dealings. [Optional: You may mention any immediate actions taken or required to rectify the situation].

We request your cooperation in addressing this matter promptly. Please respond by [insert response deadline] with a plan to mitigate any further impact and to ensure the protection of sensitive information moving forward.

Thank you for your immediate attention to this serious issue. We hope to resolve it amicably and maintain our professional relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]