

Confidentiality Breach Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to inform you of a breach of confidentiality that may have affected your personal information. This incident occurred on [Insert Date of Incident] and was discovered on [Insert Date of Discovery].

Details of the breach include:

- Type of information involved: [Describe Type of Information]
- Actions taken to mitigate the breach: [Describe Actions]
- Steps you can take to protect yourself: [List Protective Steps]

We take this matter very seriously and are committed to protecting your information. We have implemented additional security measures to prevent future incidents.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

We apologize for any concern this may cause you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Contact Information]