

# Unauthorized Disclosure Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a potential unauthorized disclosure of your sensitive information that has come to our attention. This incident occurred on [insert date of incident] and may have compromised your data, including [briefly specify the type of information disclosed, e.g., personal identification details, financial information, etc.].

We take this matter very seriously and are actively investigating the circumstances surrounding this incident. Immediate measures have been implemented to prevent any further unauthorized access to your information.

As a precaution, we recommend that you [list any recommended actions for the recipient, such as monitoring accounts, changing passwords, etc.]. We also encourage you to reach out to us directly if you have any questions or require further assistance.

We deeply regret any distress this situation may have caused you. We are committed to safeguarding your information and will keep you updated as we gather more information regarding this incident.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]