

# Unauthorized Information Release Alert

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Alert - Unauthorized Release of Information

Dear [Recipient's Name],

We are writing to inform you of a potential unauthorized release of confidential information related to [specific details of the information]. It has come to our attention that this information may have been accessed or disclosed without proper authorization.

Please be assured that we are taking this matter seriously and are conducting a thorough investigation to determine the extent of the breach. We are committed to maintaining the confidentiality and integrity of your information and will take all necessary steps to rectify this situation.

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

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]