

Confidentiality Breach Warning

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Confidentiality Breach Notification

Dear [Board Member's Name],

It has come to our attention that there has been a potential breach of confidentiality related to our organization's sensitive information.

This matter is of utmost importance, and we need to ensure that all board members are reminded of their obligation to maintain confidentiality concerning any proprietary or sensitive information they may encounter.

Please take this matter seriously and review our confidentiality policies. Failure to adhere to these policies could result in serious consequences for both the individual and the organization.

We appreciate your immediate attention to this matter and your continued commitment to protecting our organization's sensitive information.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]