

# Confidentiality Breach Warning

Date: [Insert Date]

To: [Partner's Name]  
[Partner's Company Name]  
[Partner's Address]  
[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of a serious concern regarding the confidentiality of sensitive information shared between our companies. It has come to our attention that there has been a breach of confidentiality on [specify date or timeframe].

As per our partnership agreement and confidentiality clause, both parties are obligated to safeguard proprietary information. We would like to remind you of the importance of maintaining this trust and the potential repercussions that breaches can have on our business relationship.

We request that you conduct a thorough investigation into this matter and respond to us by [insert deadline]. It is crucial that we work together to ensure that appropriate measures are taken to prevent future occurrences.

Thank you for your immediate attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]