

# Important Notice: Confidentiality Breach Warning

Dear [Client's Name],

We are writing to inform you of a potential breach of confidentiality that may have affected your personal information held by [Your Company Name].

On [Date of Incident], we became aware that [brief description of the breach]. We are currently investigating the matter and are taking appropriate measures to ensure that your information is protected.

We value your trust and are committed to safeguarding your information. We strongly recommend that you monitor your accounts and report any suspicious activity.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]