

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Notice of Breach of Confidentiality

Dear [Recipient's Name],

I am writing to formally notify you of a breach of confidentiality that has come to our attention. It has been observed that [describe the breach, including relevant details such as the date it occurred, nature of the information leaked, and how it came to light].

This breach is a violation of our confidentiality agreement dated [insert date of the agreement]. As you are aware, this agreement mandates strict confidentiality regarding [specify the nature of the confidential information].

[You may mention any necessary corrective actions, request a meeting, or specify consequences if applicable].

Please take this matter seriously, and we expect your prompt response regarding the steps you will take to rectify this situation. It is critical that we protect the confidentiality of our information to ensure trust and integrity in our operations.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]