

Letter of Acknowledgment for Breach of Security Agreement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the breach of the security agreement dated [Insert Date of Agreement] between [Your Company Name] and [Recipient Company Name]. This breach was brought to our attention on [Insert Date of Breach].

We take this matter very seriously and are currently investigating the circumstances surrounding the breach. We urge you to provide any relevant details that may assist us in resolving this issue promptly.

Please respond by [Insert Deadline for Response] so we can work together to address this situation swiftly.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]