

Letter of Appeal for Damages

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally appeal for damages as a result of a violation of my confidentiality. On [Date of Incident], sensitive information regarding my [personal/business matters] was disclosed without my consent, leading to [describe the impact, e.g., emotional distress, financial loss].

This breach of confidentiality has caused significant distress and has had a lasting impact on my [personal/professional] life. As per the terms of confidentiality as outlined in [reference any agreements or policies], this disclosure was not permissible.

I would appreciate your immediate attention to this matter and request compensation for the damages incurred. I believe that a resolution can be reached amicably.

Thank you for your prompt attention to this serious issue. I look forward to your response.

Sincerely,

[Your Name]