

Letter of Demand for Resolution of Confidentiality Breach

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Demand for Resolution of Confidentiality Breach

Dear [Recipient Name],

I am writing to formally address a serious matter concerning a breach of confidentiality that has come to my attention regarding [specific details of the breach]. As you are aware, [brief description of the confidentiality agreement or policy].

This breach has resulted in [mention any potential consequences or damages]. I expect immediate action to rectify this situation, including [list any specific demands for resolution, such as an investigation, policy review, etc.]. I request a written response within [specify time frame] to confirm that you are addressing this issue.

Failure to resolve this matter promptly may compel me to consider further action to protect my rights and interests.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Title, if applicable]