

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding a violation of confidentiality that has occurred within your organization. On [specific date], it was brought to my attention that [briefly describe the incident, including what confidential information was violated and how].

This breach of confidentiality is not only a serious violation of trust but also undermines the integrity of the professional environment. I believe that it is essential to address this issue promptly to prevent any further breaches and to uphold the standards of confidentiality expected in our dealings.

I kindly request that you investigate this matter and provide me with an update on the actions taken to ensure that such incidents do not recur in the future. I appreciate your attention to this serious issue and look forward to your prompt response.

Thank you for your consideration.

Sincerely,
[Your Name]