

Notification of Unauthorized Disclosure of Confidential Information

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Notification of Unauthorized Disclosure of Confidential Information

Dear [Recipient's Name],

We are writing to inform you that we have recently become aware of an unauthorized disclosure of confidential information related to [specify the information, e.g., your account, your personal data, etc.]. This incident occurred on [insert date of incident] and was caused by [briefly explain the cause, e.g., a security breach, unauthorized access, etc.].

We take this matter very seriously and are currently investigating the situation to understand the extent of the disclosure and to prevent any future occurrences. In accordance with our policies and applicable laws, we will take all necessary measures to protect your interests.

We recommend that you monitor your accounts and any related activities closely. If you notice any suspicious activity, please contact us immediately at [insert contact information].

We apologize for any inconvenience this may have caused and appreciate your understanding as we work to resolve this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]