

[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 apologize and explain the recent incident involving the exposure of sensitive information pertaining to [specific information or context].

On [date of incident], due to [brief explanation of the situation], there was an unintended breach that resulted in the exposure of [specific details about the exposed information]. I understand the seriousness of this matter and the potential impact it may have on you and your organization.

I want to assure you that we are taking this situation very seriously. We have already implemented measures to prevent this from happening in the future, including [mention any corrective actions taken].

Please accept my sincerest apologies for any distress this situation may have caused. We value your trust and are committed to safeguarding your information moving forward.

If you have any questions or concerns, please do not hesitate to reach out to me directly. Thank you for your understanding and patience in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]