

Rectification Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally address the recent unintended release of information that occurred on [insert date]. We have identified that the information shared was not meant for public dissemination and may lead to misunderstandings.

To rectify this matter, we have taken the following steps:

- [Detail corrective actions taken]
- [Explain how the situation will be prevented in the future]

We sincerely apologize for any confusion this may have caused and assure you that we are committed to maintaining the confidentiality of sensitive information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]