

Letter of Regret for Unauthorized Information Sharing

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my regret regarding the recent unauthorized sharing of sensitive information related to [specific details about the information]. This incident does not reflect the standards of professionalism and confidentiality that we hold at [Your Company Name].

We take this matter seriously and are currently evaluating our processes to ensure that such occurrences do not happen in the future. I assure you that we are committed to protecting the confidentiality of all sensitive information and adhering to our legal obligations.

Please know that we value our relationship with you and your trust in us is paramount. I apologize for any inconvenience this may have caused and appreciate your understanding as we work to resolve this matter.

Thank you for your attention to this issue. If you have any further questions or concerns, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]