

# Breach of Confidentiality Notification

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a breach of confidentiality that has occurred regarding your personal information. On [Insert Date of Breach], we discovered that [briefly explain the nature of the breach, e.g., unauthorized access, data leak, etc.].

We take this matter very seriously and have taken immediate action to investigate the situation. [Briefly outline the steps you have taken or will take to rectify the breach.] We are committed to protecting your information and ensuring that such an event does not happen again.

Please be assured that we are notifying you in compliance with applicable laws and regulations. We recommend that you [give any recommendations or steps the recipient should take, e.g., monitor accounts, change passwords, etc.].

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Contact Information]