

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address a breach of confidential information that has come to my attention involving [describe the confidential information that was breached]. This breach occurred on [date of breach] and has resulted in [explain the impact of the breach].

As you are aware, the confidentiality of this information is of utmost importance and is protected under [mention any relevant agreements or laws]. The unauthorized disclosure of this information is a serious violation of these protections.

I request that you take immediate action to remediate this situation, which includes [specify any actions you want them to take, such as retracting information, policy changes, etc.]. Additionally, I would like to receive a formal response by [specify a deadline] detailing how you intend to address this issue.

Failure to address this breach may result in further action, including [mention possible consequences]. I hope that we can resolve this matter amicably and professionally.

Thank you for your prompt attention to this serious issue. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Title/Position]