

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding a breach of confidentiality agreements that I believe has occurred in relation to [specific details about the situation]. On [date], I discovered that [describe how the breach occurred, who was involved, and the impact it has had].

This breach is a serious violation of the confidentiality agreement that was signed on [date of agreement], and it undermines the trust that is essential for our professional relationship.

I kindly ask that you investigate this matter thoroughly and take appropriate measures to ensure that similar incidents do not occur in the future. Additionally, I would appreciate your prompt response outlining the steps you intend to take regarding this issue.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]