

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Good Faith Rectification Regarding Alleged Confidentiality Breach

Dear [Recipient Name],

I am writing this letter to formally address the alleged breach of client confidentiality regarding [Project Name/Client Account] that occurred on [Date].

Upon discovering the potential disclosure of sensitive information, [Your Company Name] immediately initiated an internal review. We are taking this matter very seriously and are acting in good faith to rectify the situation and mitigate any potential impact.

Actions Taken for Rectification:

- [Action 1: e.g., Immediate removal of the unauthorized data from public access]
- [Action 2: e.g., Termination of access for unauthorized personnel]
- [Action 3: e.g., Implementation of additional encryption protocols]

Commitment to Resolution:

We are currently conducting a full audit of our security protocols to prevent a recurrence. We are committed to maintaining the highest standards of professional confidentiality and value the trust placed in us. We will provide a final report of our findings once the internal investigation is complete.

We remain available to discuss this matter further and to cooperate with any necessary inquiries to ensure a satisfactory resolution for all parties involved.

Sincerely,

[Signature]
[Printed Name]
[Title]