

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Subject: Notice of Data Privacy Policy Infringement**

Dear [Client Name],

This letter serves as formal notification regarding a breach of the Data Privacy Policy established between [Your Company Name] and [Client Name], dated [Date of Agreement].

On [Date of Incident/Discovery], it was identified that the following infringement occurred:

[Insert detailed description of the infringement, e.g., unauthorized access, data leak, or improper handling of personal information].

This incident constitutes a violation of Section [Section Number] of our Privacy Policy and potentially violates relevant data protection laws, including [Name of Law, e.g., GDPR or CCPA].

As a result of this infringement, we require the following immediate actions:

- Immediate cessation of the unauthorized activity.
- A detailed report explaining how the breach occurred.
- Confirmation that all unauthorized copies of the data have been deleted or returned.
- Evidence of corrective measures taken to prevent future occurrences.

Please provide a written response and the requested documentation by [Deadline Date]. Failure to address this matter within the specified timeframe may result in legal action or the termination of our business relationship.

We take the security of personal data very seriously and expect full cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]