**DATE**

To

[Recipient Name]  
[Designation]  
[Company Name]

RE: Warning for failure to secure information

Last night I had received an email from our current client that the email which we had to forward him was also forwarded to an individual who is not part of our dealings. Intriguing more into the matter, I had found that you had mistakenly emailed the project head details to our previous client.

You had to send the email to Mr. ABC our current client, but you had mistakenly sent the email to our previous client Mr. ABC who is certainly not a part of this project. Hence the information remained no more confidential.

Be very careful in whatever you do. Such carelessness shall not be tolerated.

Sincerely,

[You Name]  
[Designation]