

Preliminary breach notification

Subject: Preliminary Notice of Potential HIPAA Breach

Dear [Patient Name],

We are notifying you of a potential breach of your protected health information that may have occurred on [Date]. At this stage, the full scope of the incident is under investigation.

Your PHI that could be affected includes [types of information]. We are actively assessing the impact and will provide a detailed notification once the investigation concludes.

We apologize for any concern this may cause and are available to answer your questions at [Contact Info]. Your privacy is our priority, and we are taking steps to prevent future incidents.

Best regards,

[Your Name]

[Title/Position]

[Organization Name]

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