

Client Name

Address

Dear

---

I am writing to inform you of an incident on (date) which has XXXXXXXX. Northwest Territory Health and Social Services Authority- (Region) (NTHSSA-XXX) became aware of this incident on (date) and immediately took steps to contain and prevent recurrence of this incident.

Specifically, your (insert specific information) had been (detail incident). The report contains (specify client personal information that was released).

NTHSSA-XXXX considers the protection of XXXXX to be of critical importance to the provision of health services to our clients, and takes this incident very seriously. NTHSSA-XXXX has taken steps to contain and control this incident as well as mitigate any future recurrence of this incident.

On behalf of NTHSSA-XXXX, I want to extend sincere apologies for this incident. Should you have any questions in respect to this matter, I encourage you to please contact our local risk manager,

Name

Title

Address

Community, NT XXX-XXX

Telephone number

Sincerely,

Name

COO

NTHSSA-XXXX