

Cease and Desist Letter

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient Name],

This letter serves as a formal notice to you regarding your breach of the Non-Disclosure Agreement (NDA) dated [insert date of NDA]. It has come to our attention that you have disclosed confidential information without permission, which is a direct violation of the terms outlined in the NDA.

We demand that you immediately cease and desist from any further disclosure or use of our proprietary information. Failure to comply with this request will result in further legal action to protect our rights and interests.

Please confirm in writing that you have ceased all activities in violation of the NDA by [insert deadline date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]