

# Formal Notice of Non-Disclosure Agreement Violation

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Violation of Non-Disclosure Agreement**

Dear [Recipient's Name],

This letter serves as a formal notice regarding a violation of the Non-Disclosure Agreement (NDA) dated [Date of NDA] between [Your Company] and [Recipient's Company]. It has come to our attention that [describe the specific violation or breach of confidentiality].

This breach not only undermines the trust established between us but also exposes [Your Company] to potential risks and losses. We request that you take immediate action to rectify this situation by [describe what action is required, e.g., ceasing the unauthorized use of confidential information].

Failure to address this matter may compel us to take further legal action to protect our interests, including seeking monetary damages.

We appreciate your prompt attention to this serious matter and look forward to your swift response.

Sincerely,

[Your Signature] (if sending a hard copy)

[Your Printed Name]

[Your Title]

[Your Company]