

Grievance Letter for Non-Disclosure Agreement Breach

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding a breach of the Non-Disclosure Agreement (NDA) signed on [Date of NDA]. It has come to my attention that [specific details regarding the breach, e.g., unauthorized sharing of confidential information, individuals involved, etc.].

This breach not only violates the terms of our agreement but also jeopardizes [mention any potential damages, risks to business, etc.]. I kindly request that you address this situation promptly to prevent further harm.

Please let me know how you intend to resolve this matter. I look forward to your prompt response.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]