

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inquire about a potential breach of the Non-Disclosure Agreement (NDA) dated [insert date of NDA]. It has come to my attention that [briefly describe the nature of the breach or concern].

In accordance with the terms outlined in our agreement, I would appreciate your prompt attention to this matter. Could you please provide an explanation regarding this issue, and any steps you are taking to address it?

I look forward to your timely response.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]