

# Notification of Legal Action

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Notification of Legal Action Regarding Breach of Non-Disclosure Agreement

Dear [Recipient's Name],

We are writing to formally notify you of a breach of the Non-Disclosure Agreement (NDA) executed on [Insert Date of NDA]. As per the terms outlined in the agreement, you were obligated to maintain confidentiality regarding sensitive information shared during our business relationship.

It has come to our attention that you have [describe the breach, e.g., disclosed confidential information to a third party]. This action violates the NDA and has caused harm to our business.

We demand that you immediately cease all unauthorized use and disclosure of our confidential information. We expect a written response to this notification by [Insert Response Deadline].

If we do not receive a satisfactory response, we will have no choice but to pursue legal action to protect our interests.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]