

Letter of Request for Remedies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally address a violation of the Non-Disclosure Agreement (NDA) that was executed on [Insert Date of NDA]. It has come to my attention that [describe the specific violation that occurred], which is a direct breach of the terms outlined in the agreement.

According to the NDA, both parties are obligated to [briefly outline the relevant obligations]. The aforementioned violation not only undermines our mutual trust but also poses a potential risk to [describe any potential risks or damages].

Given the circumstances, I respectfully request the following remedies:

1. [First requested remedy]
2. [Second requested remedy]
3. [Any additional requested remedies]

I kindly ask for a response by [insert a reasonable deadline] to discuss the necessary steps to remedy this situation.

Thank you for your immediate attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]