

# Confidentiality Agreement Violation Alert

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Alert of Confidentiality Agreement Violation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a potential violation of our confidentiality agreement dated [Insert Date of Agreement]. It has come to our attention that [describe the nature of the violation, including any relevant details].

This breach of confidentiality is taken very seriously and could have serious implications for [Company/Organization Name]. We request that you provide an explanation regarding this matter by [Insert Deadline].

Thank you for your immediate attention to this serious issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]