

# Notice of Breach of Non-Disclosure Agreement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a breach of the Non-Disclosure Agreement (NDA) entered into on [Insert Date of NDA]. It has come to our attention that [describe the specific incident or behavior constituting a breach].

This breach is a violation of the terms and conditions outlined in the NDA, specifically [cite specific sections or clauses if applicable]. We take this matter seriously and require you to [describe the required actions to remedy the breach, e.g., cease certain activities, return confidential information, etc.].

Please consider this letter as a formal warning. Failure to address this breach within [insert a specific timeframe, e.g., 14 days] may result in further action, including but not limited to legal proceedings.

We hope to resolve this matter swiftly and amicably. Should you have any questions or wish to discuss this further, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]