

# **Subject: Reminder of NDA Violation**

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal reminder regarding the violation of the Non-Disclosure Agreement (NDA) dated [Insert Date of NDA]. It has come to our attention that [describe the specific violation].

We take this matter seriously and request that you cease any further violations immediately. Under the terms of the NDA, you are obligated to maintain confidentiality and protect our sensitive information.

Please respond to us within [Insert Time Frame] with your acknowledgment of this reminder and the steps you will take to rectify the situation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]