

# Non-Disclosure Agreement Breach Notification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

## Subject: Notification of Breach of Non-Disclosure Agreement

Dear [Recipient Name],

I am writing to formally notify you of a breach of the Non-Disclosure Agreement (NDA) dated [insert date of NDA] between [Your Company Name] and [Recipient Company Name]. It has come to our attention that [describe the nature of the breach].

This breach is a violation of the agreement and has caused [discuss any potential damages or consequences]. We take this matter very seriously and request that you provide an explanation of the breach and the steps you will take to rectify the situation.

Please respond to this notification by [insert response deadline], so we can work towards an acceptable resolution.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]