

# Non-Disclosure Violation Reminder

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a reminder regarding the violation of our Non-Disclosure Agreement (NDA) dated [Insert NDA Date]. It has come to our attention that [insert details of the violation].

As stipulated in the NDA, maintaining the confidentiality of proprietary information is crucial for both parties. We take this matter seriously and request that you immediately cease any actions that contribute to this violation.

Please provide us with a written response by [Insert Response Deadline] outlining the steps you will take to rectify this situation.

We appreciate your attention to this matter and look forward to your prompt resolution.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]