

Confidentiality Obligation Enforcement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a concern regarding the confidentiality obligations that were established in our [agreement/contract] dated [insert date]. It has come to my attention that certain confidential information has been disclosed without appropriate authorization.

As per the terms of our agreement, all information deemed confidential must be handled with utmost care and not disclosed to any third parties without prior consent. Failure to adhere to these obligations compromises the integrity of our working relationship and may result in potential legal implications.

We value our partnership and want to resolve this matter amicably. I kindly request that you take the necessary steps to ensure compliance with our confidentiality agreement and prevent any future breaches.

Please confirm receipt of this letter and outline the actions that will be taken to address this situation by [insert response deadline].

Thank you for your immediate attention to this serious matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company]