

Confidentiality Terms Violation Alert

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Violation of Confidentiality Terms

Dear [Recipient Name],

I am writing to formally notify you of a breach of the confidentiality terms as outlined in our agreement dated [Insert Agreement Date]. It has come to our attention that [describe the nature of the violation].

We take confidentiality very seriously, and this breach not only undermines our mutual trust but also violates the contractual obligations in place. We request an immediate explanation regarding this incident, and measures taken to prevent further occurrences.

Please respond by [Insert Response Deadline] to discuss this matter further.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]