

Notice of Breach of Confidentiality Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a breach of the confidentiality agreement dated [Insert Date of Agreement] ("Agreement") between [Your Company Name] and [Recipient's Name]. It has come to our attention that [describe the breach, e.g., "confidential information has been disclosed to unauthorized parties"].

This breach is a serious violation of the terms outlined in the Agreement, specifically [insert specific clause numbers or language from the Agreement]. As a result of this breach, we believe that [Your Company Name] may have sustained damages, and we are considering our options regarding remedies available to us under the Agreement.

We request that you immediately cease any further disclosures and take corrective actions to rectify the situation within [insert timeframe, e.g., "10 days from receipt of this notice"]. Failure to address this issue may result in further legal action.

We hope to resolve this matter promptly and amicably. Please contact us at your earliest convenience to discuss this matter further.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]