

Escalation Letter Regarding Breach of Confidentiality Terms

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

Subject: Escalation of Breach of Confidentiality Terms

Dear [Recipient's Name],

I am writing to formally escalate a concern regarding a breach of confidentiality terms as outlined in our agreement dated [Insert Agreement Date]. It has come to my attention that [describe the breach, including specific details and dates].

This breach not only violates the confidentiality obligations we established but also poses significant risks to our business operations and trust in our relationship.

I urge you to address this matter with the seriousness it deserves and request a response by [Insert Response Deadline] detailing the steps you will take to rectify this situation.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]