

Follow-Up Letter Regarding Confidentiality Agreement Infringement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on our previous communication regarding the infringement of the confidentiality agreement signed on [Insert Date of Agreement]. As mentioned, it has come to our attention that certain confidential information has potentially been disclosed without authorization.

We value our relationship and believe it is crucial to address this matter immediately to prevent any further breaches. We kindly request a formal response by [Insert Response Deadline] to clarify the steps you have taken to resolve this issue.

Please feel free to reach out if you have any further questions or concerns. We appreciate your cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]