

Notice of Confidentiality Agreement Breach

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a breach of the confidentiality agreement executed on [Insert Date of Agreement] between [Your Company Name] and yourself.

The breach occurred on [Insert Date of Breach], when [describe the nature of the breach, e.g., unauthorized disclosure of confidential information]. This action is in violation of the terms outlined in Section [insert section number] of the agreement.

We take this matter seriously, and we request that you cease and desist any further unauthorized use or disclosure of our confidential information. Please provide a written response by [Insert Deadline Date] acknowledging this breach and outlining the steps you will take to rectify the situation.

Failure to respond or to take appropriate corrective action may result in further legal action.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]