

NDA Compliance Notice

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Non-Compliance with Non-Disclosure Agreement

We are writing to inform you that we have identified a potential breach of the Non-Disclosure Agreement (NDA) signed on [Insert Date of NDA]. It has come to our attention that [briefly describe the nature of the non-compliance].

As per the terms outlined in the NDA, we must remind you of the importance of maintaining confidentiality and the potential implications of non-compliance. We expect [specific actions required from the recipient].

Please treat this matter with urgency and provide a response by [Insert Response Deadline]. We appreciate your immediate attention to this issue and look forward to your cooperation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]