

Letter for Legal Action Due to Nondisclosure Breach

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of a breach of the non-disclosure agreement (NDA) dated [insert date of NDA]. It has come to my attention that [describe the breach and how you became aware of it].

As per the terms of our agreement, you were obligated to keep certain information confidential. This breach not only violates our agreement but has also caused significant harm to my [business/personal interests].

Given the seriousness of this situation, I request that you cease any further disclosure of the confidential information and provide a written assurance by [insert response deadline] that all confidential materials will be returned and destroyed.

Failure to rectify this situation may compel me to pursue legal action to protect my rights and seek damages resulting from this breach.

I look forward to your prompt response.

Sincerely,

[Your Name]