

Contract Breach Notification Letter

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Breach of Non-Disclosure Agreement

I am writing to formally notify you of a breach of the Non-Disclosure Agreement (NDA) dated [Insert Date of NDA] between us. As per the terms outlined in the agreement, confidentiality regarding sensitive information was to be maintained at all times.

It has come to my attention that you [describe the nature of the breach, e.g., "disclosed confidential information to unauthorized third parties" or "failed to take necessary measures to protect our confidential information"]. This action is a clear violation of our NDA and has resulted in [state the impact of the breach, e.g., "potential harm to our business operations and reputation"].

To rectify this situation, I request that you [explain the desired rectification, e.g., "cease the dissemination of our confidential information immediately" or "provide a written statement regarding the measures you will take to prevent future breaches"]. Please respond to this notification within [Insert time frame, e.g., "seven (7) days"] to confirm your compliance.

If we do not receive a satisfactory response, I may be compelled to take further action to protect my rights under the NDA, including seeking legal remedies.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position if applicable]
[Your Company Name if applicable]