

# NOTICE OF BREACH OF NON-DISCLOSURE AGREEMENT

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

## Re: Unauthorized Disclosure of Confidential Information

Dear \_\_\_\_\_,

On \_\_\_\_\_, you signed a Non-Disclosure Agreement (NDA) which we have reason to believe has been violated, referred to as the "Agreement."

The Agreement had mentioned Confidential Information that was to be kept confidential by you and it has come to our attention that some or all of said information has been released to a third party. This constitutes a breach and direct violation of the Agreement.

Therefore, you are required to immediately:

- a. Desist from further using or disclosing any or all of the Confidential Information mentioned in the Agreement.
- b. Deliver to us any materials currently in your possession or with any agent, employee, representative, affiliate, or individual that you have given copies.
- c. Deliver to us a written undertaking that you will desist forthwith from using or disclosing the Confidential Information, other than what is in accordance with the Agreement, and seek our express written consent for any future use or disclosure.

We expect your acknowledgment of this letter and your response to our requests by \_\_\_\_\_. Failure to respond by this date shall result in us seeking legal action.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

Print Name