[NAME/ORGANIZATION LETTERHEAD]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[EMAIL ADDRESS]

[PHONE NUMBER]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Response to Allegations of Confidentiality Breach**

Dear [RECIPIENT’S NAME],

I am writing in response to your letter dated [DATE OF LETTER], which alleges a breach of confidentiality obligations under the agreement dated [DATE OF AGREEMENT] (the “**Agreement**”) between [ORGANIZATION] and [RECIPIENT’S ORGANIZATION]. We take such matters seriously and have conducted a thorough review of the claims made.

Based on our review, we firmly dispute the allegations that [specific details of alleged breach] constitutes a breach of confidentiality as outlined in Section [NUMBER] of the Agreement. Specifically:

* 1. [**Point of dispute #1**]: [*Explanation of why this claim is invalid or misinterpreted*].
	2. [**Point of dispute #2**]: [*Explanation of lack of evidence or relevance to the Agreement terms*].
	3. [**Point of dispute #3**]: [*Details supporting compliance with the confidentiality obligations*].

It is our position that no confidential information, as defined under the Agreement, has been improperly disclosed, used, or otherwise mishandled. Furthermore, any actions taken by [ORGANIZATION] were in full compliance with the terms of the Agreement and consistent with our commitment to protecting proprietary information.

Should you have additional evidence or clarification regarding these allegations, we request that you provide this by [*specific deadline*] to allow for further examination. In the absence of such evidence, we consider this matter to be unsubstantiated and respectfully request that the allegations be withdrawn.

Please direct any further correspondence or inquiries regarding this matter to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

We remain committed to upholding our obligations under the Agreement and fostering a constructive relationship moving forward.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]