[NAME/ORGANIZATION LETTERHEAD]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[EMAIL ADDRESS]

[PHONE NUMBER]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Notification of Confidentiality Breach**

Dear [RECIPIENT’S NAME],

This letter serves as formal notification that you are in breach of the confidentiality obligations outlined in the agreement titled [AGREEMENT NAME] under the agreement dated [DATE OF AGREEMENT] (the “**Agreement**”) between [ORGANIZATION] and [RECIPIENT’S ORGANIZATION].

The Agreement explicitly requires that all confidential information disclosed in the course of our relationship be protected and not disclosed to any unauthorized party. However, we have identified the following breaches:

* 1. [Description of Breach #1]: [*Provide clear and factual details*].
  2. [**Description of Breach #2]**: [*Additional information if applicable*].

These breaches violate the terms and spirit of the Agreement and have caused or may cause harm to our organization, including [*describe potential or actual impact*]. As stipulated in Section [NUMBER/CLAUSE NAME] the Agreement, all parties are obligated to maintain the confidentiality of proprietary information and ensure its protection from unauthorized disclosure or use.

We require the following actions to be taken immediately to address this matter:

* Cease and desist all unauthorized use or disclosure of the confidential information.
* Return or destroy all proprietary materials, documents, and other related information as specified in Section [NUMBER] of the Agreement.
* Provide a written explanation of the circumstances surrounding the breach by [*specific deadline*].
* Confirm steps you are taking to prevent further violations and mitigate any damage caused.

This notice is issued without prejudice to any of our rights, remedies, or claims under the Agreement or applicable law, all of which are expressly reserved.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]