

**Date:** [Insert Date]

**To:** [Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: NOTICE OF VIOLATION - BREACH OF CONFIDENTIALITY**

Dear [Recipient Name],

This letter serves as formal notice that you are in violation of the Confidentiality Agreement signed on [Date Agreement was Signed] between yourself and [Company/Organization Name].

We have received information indicating that a breach of confidentiality occurred on or about [Date of Breach]. Specifically, the following unauthorized disclosure or use of confidential information has been identified:

[Insert detailed description of the violation/disclosed information]

This conduct is a direct violation of Section [Insert Section Number] of your agreement, which prohibits the unauthorized disclosure of [Specific Information Types, e.g., trade secrets, client lists, internal data].

**Demand for Action:**

Effective immediately, you are required to:

- Cease and desist all further disclosure or use of confidential information.
- Return or destroy all copies of confidential materials in your possession.
- Provide a written explanation of the breach and a list of all parties to whom the information was disclosed by [Insert Deadline Date].

Please be advised that [Company Name] reserves the right to pursue all available legal remedies, including but not limited to, injunctive relief and monetary damages, to protect its proprietary interests.

Please acknowledge receipt of this letter and confirm your compliance with the above demands by signing below and returning a copy to us immediately.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acknowledgment of Receipt:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_