

SENT VIA [INSERT METHOD: E.G., REGISTERED MAIL / EMAIL]

DATE: [Insert Date]

TO:

[Name of Recipient/Representative]

[Recipient Company Name]

[Recipient Address]

RE: NOTICE TO CEASE AND DESIST AND DEMAND FOR REMEDY - BREACH OF CONFIDENTIALITY

Dear [Recipient Name],

This letter serves as formal notice that you are in material breach of the [Title of Agreement, e.g., Non-Disclosure Agreement] signed on [Date of Agreement] (the "Agreement") between [Your Name/Company Name] and [Recipient Name/Company Name].

1. Nature of the Breach

It has come to our attention that you have unauthorizedly disclosed or used Confidential Information. Specifically, on or about [Date], the following occurred: [Provide brief description of the breach, e.g., disclosure of trade secrets to a competitor, publication of proprietary data, etc.].

2. Violation of Agreement

This conduct constitutes a direct violation of Section [Insert Section Number] of the Agreement, which explicitly prohibits the disclosure or use of [Define Information] for any purpose other than those permitted under the contract.

3. Demand for Immediate Action

To mitigate further damages, [Your Name/Company Name] demands that you perform the following actions by no later than [Insert Deadline Date]:

- Immediately cease and desist from any further disclosure or use of the Confidential Information.
- Identify all third parties to whom the Confidential Information was disclosed.
- Retrieve and/or destroy all copies of the Confidential Information in your possession or under your control.
- Provide written certification that all unauthorized materials have been returned or destroyed.
- [Optional: Payment of liquidated damages/compensatory damages in the amount of \$_____].

4. Reservation of Rights

Please be advised that this letter is sent without prejudice to any other rights or remedies available to [Your Name/Company Name] under the Agreement or applicable law. Failure to

comply with these demands within the timeframe specified will result in immediate legal action, which may include seeking injunctive relief, monetary damages, and recovery of legal fees.

We expect your prompt cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]