

**VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

Date: [Insert Date]

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

**RE: CEASE AND DESIST - BREACH OF NON-DISCLOSURE AGREEMENT**

Dear [Recipient Name],

This letter is formal notice to you that you are in material breach of the Non-Disclosure Agreement (NDA) signed on [Date of Agreement] between [Your Name/Company Name] and [Recipient Name/Company Name].

It has come to our attention that you have engaged in the unauthorized disclosure and/or use of Confidential Information regarding [Briefly describe the information leaked, e.g., trade secrets, client lists, or product designs]. Specifically, your actions include: [List specific instances of the breach].

Your actions constitute a direct violation of Section [Insert Section Number] of the NDA, which prohibits the disclosure of such information to third parties without prior written consent. This breach has caused, and continues to cause, irreparable harm to [Your Name/Company Name].

**WE HEREBY DEMAND THAT YOU:**

1. Immediately cease and desist from any further disclosure or use of Confidential Information;
2. Identify all parties to whom the Confidential Information was disclosed;
3. Return or destroy all physical and electronic copies of the Confidential Information in your possession by [Insert Date];
4. Provide written confirmation that you have complied with these demands no later than [Insert Deadline Date].

Failure to comply with this demand will leave us with no choice but to pursue all available legal remedies, including seeking injunctive relief, monetary damages, and recovery of legal fees as permitted under the terms of the NDA and applicable law.

This letter is sent without prejudice to our rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]