

SENT VIA [CERTIFIED MAIL / EMAIL]

DATE: [Date]

TO:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF NON-DISCLOSURE AGREEMENT AND DEMAND FOR SETTLEMENT

Dear [Recipient Name],

This law firm represents [Your Name/Company Name] ("Client") regarding a formal Non-Disclosure Agreement (NDA) executed between you and my Client on [Date Agreement was Signed].

1. THE BREACH

It has come to our attention that you have violated the terms of the NDA by disclosing "Confidential Information" to [Name of Third Party or Public Platform] on or about [Date of Breach]. Specifically, the disclosure involved: [Describe the specific information leaked].

2. DAMAGES

As a direct result of this unauthorized disclosure, my Client has suffered significant harm, including but not limited to [list damages, e.g., loss of competitive advantage, loss of trade secrets, or financial loss]. Under Section [Number] of the Agreement, you are liable for [liquidated damages / compensatory damages / injunctive relief].

3. SETTLEMENT DEMAND

To avoid the commencement of formal litigation, my Client is willing to resolve this matter if you agree to the following terms by [Deadline Date]:

- Immediate cessation of all further disclosures of Confidential Information;
- Return or destruction of all materials containing Confidential Information;
- Written confirmation of the identity of all parties to whom the information was disclosed;
- Payment in the amount of \$[Dollar Amount] as a settlement for damages incurred.

4. NOTICE OF FORMAL ACTION

If we do not receive your written acceptance of this settlement offer and the required payment by the aforementioned date, we will have no choice but to initiate a lawsuit to protect my Client's interests. This may include seeking a permanent injunction, monetary damages, and recovery of all attorney fees and court costs.

This letter is a formal notice for the purposes of settlement negotiations and is sent without prejudice to my Client's rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Signature / Attorney Signature]

[Your Printed Name]

[Company/Law Firm Name]