

[Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Date]

**VIA [METHOD OF DELIVERY: e.g., CERTIFIED MAIL / EMAIL]**

[Vendor Contact Name]  
[Vendor Company Name]  
[Address Line 1]  
[City, State, Zip Code]

**RE: NOTICE OF BREACH OF NON-DISCLOSURE AGREEMENT**

Dear [Vendor Contact Name],

This firm is writing to formally notify you that [Vendor Company Name] is in material breach of the Non-Disclosure Agreement (NDA) executed on [Date of Agreement] between [Law Firm Name] and your organization.

It has come to our attention that unauthorized disclosure of Confidential Information has occurred, specifically regarding:  
[Describe breach/unauthorized disclosure in detail].

Under the terms of the NDA, [Vendor Company Name] is obligated to maintain the strictest confidentiality regarding all proprietary information, client data, and trade secrets shared during our professional engagement. This breach not only violates our contractual agreement but also potentially compromises attorney-client privilege and sensitive legal data.

**In light of this breach, [Law Firm Name] demands that you:**

- Immediately cease and desist any further disclosure of Confidential Information.
- Provide a written account of how the disclosure occurred and identify all parties who received the information.
- Confirm in writing that all copies of the unauthorized information have been retrieved or destroyed.
- Provide a detailed plan of the corrective actions taken to prevent future breaches.

Please provide your written response and confirmation of the above actions by no later than [Deadline Date, e.g., 5 business days from receipt].

Failure to adequately remedy this breach or provide the requested assurances will result in [Law Firm Name] taking all necessary legal actions to protect our interests and the interests of our clients, including seeking injunctive relief and monetary damages.

All rights are reserved.

Sincerely,

[Your Name]

[Your Title/Partner]

[Law Firm Name]