

VIA CERTIFIED MAIL / ELECTRONIC MAIL

Date: [Insert Date]

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

RE: CEASE AND DESIST - BREACH OF CONFIDENTIALITY AGREEMENT

Dear [Recipient Name],

This letter serves as a formal notice regarding your unauthorized disclosure of confidential information related to the failed merger discussions between [Your Company Name] and [Recipient Company Name].

As you are aware, both parties are bound by the Confidentiality Agreement (NDA) executed on [Date NDA was signed]. Under Section [Insert Section Number] of that agreement, all proprietary data, financial records, trade secrets, and the very existence of the merger discussions are classified as "Confidential Information." This obligation survived the termination of our negotiations.

It has come to our attention that [describe the breach, e.g., proprietary financial data was shared with a third party / trade secrets were used to contact clients / internal documents were leaked to the press]. This constitutes a material breach of our agreement and is causing irreparable harm to our business operations and competitive standing.

DEMAND IS HEREBY MADE THAT YOU:

- Immediately cease and desist from any further disclosure or use of Confidential Information;
- Return or certify the destruction of all physical and electronic copies of said information;
- Provide a written list of all third parties to whom this information was disclosed by [Insert Date];
- Confirm in writing by [Insert Deadline Date] that you will comply with these demands.

Failure to comply with this notice will leave [Your Company Name] with no choice but to pursue all available legal remedies, including injunctive relief and a claim for monetary damages, without further notice to you.

This letter is sent without prejudice to [Your Company Name]'s rights and remedies, all of which are expressly reserved.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company Name]

cc: [Legal Counsel Name]