

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONFIDENTIALITY AGREEMENT

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the [Name of Agreement, e.g., Non-Disclosure Agreement or Client Confidentiality Agreement] signed on [Date Agreement was Signed].

It has come to our attention that a violation of the confidentiality provisions occurred on or about [Date of Violation]. Specifically, the following unauthorized disclosure or use of protected client information took place: [Provide brief, factual description of the breach].

Under the terms of our agreement, you are required to maintain the absolute privacy of all client data and proprietary information. This breach jeopardizes our professional relationship and subjects our clients to unnecessary risk.

Required Actions:

- Immediately cease any further disclosure or use of the confidential information.
- Identify all parties to whom this information was disclosed.
- Confirm in writing by [Deadline Date] that all copies of the unauthorized information have been returned or destroyed.
- Provide a written explanation of the steps being taken to prevent future occurrences.

Please be advised that [Your Company Name] reserves all rights to pursue legal remedies, including but not limited to injunctive relief and monetary damages, as provided by the contract and applicable law.

We expect your immediate cooperation in resolving this matter. Please contact [Contact Name] at [Phone Number/Email] to confirm receipt of this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]