

Date: [Insert Date]

TO:

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

FROM:

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT - UNAUTHORIZED DISCLOSURE OF ATTORNEY WORK PRODUCT

Dear [Recipient Name],

This letter serves as formal notice that you are in material breach of the [Name of Agreement, e.g., Non-Disclosure Agreement / Employment Agreement] signed on [Date of Agreement].

Specifically, it has come to our attention that you have disclosed protected Attorney Work Product to [Name of Third Party or Public Platform] on or about [Date of Disclosure]. The disclosed materials include: [Briefly describe the documents/information, e.g., legal strategy memos, witness interview notes, or draft litigation filings].

Under the terms of our agreement and applicable law, these materials are strictly confidential and privileged. Your unauthorized disclosure constitutes a direct violation of Section [Insert Section Number] regarding confidentiality and the protection of proprietary information.

To remedy this breach, we demand that you immediately:

- Cease and desist from any further disclosure or use of the Attorney Work Product.
- Identify all parties to whom this information was disclosed.
- Retrieve all copies of the disclosed materials and provide written confirmation that they have been returned or destroyed.
- Provide a written explanation of how this breach occurred by [Insert Deadline Date].

Failure to comply with these demands or to cure this breach by [Insert Date] will result in [Your Name/Firm Name] pursuing all available legal remedies, including but not limited to, injunctive relief, monetary damages, and recovery of legal fees.

This letter is sent without prejudice to any other rights or remedies we may have under the contract or at law.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]