

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

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

RE: NOTICE OF DISPUTE - BREACH OF CONFIDENTIALITY

Dear [Recipient Name],

This letter serves as formal notice of a dispute regarding a breach of the confidentiality obligations set forth in the [Title of Agreement, e.g., Non-Disclosure Agreement or Employment Contract] signed on [Date of Agreement].

It has come to my attention that confidential information regarding [Briefly describe the nature of the information, e.g., trade secrets, client lists, or financial data] has been disclosed or used in an unauthorized manner. Specifically, the breach occurred when [Provide a brief description of the incident/unauthorized disclosure].

Under Section [Section Number] of our agreement, you are required to maintain the strict confidentiality of this information. The unauthorized disclosure of this data has caused, or has the potential to cause, significant harm to [My Business/Me personally].

I demand that you take the following immediate actions:

- Immediately cease any further unauthorized use or disclosure of the confidential information.
- Identify all parties to whom the confidential information was disclosed.
- Provide written confirmation that all copies of the confidential information in your possession (or the possession of unauthorized third parties) have been returned or destroyed.
- Propose a plan to remedy the damages caused by this breach by [Date].

I am prepared to discuss a resolution to this matter; however, I reserve all rights to pursue further legal action, including seeking injunctive relief and monetary damages, should this dispute not be resolved promptly.

Please provide a written response to this notice by [Deadline Date, e.g., 7 days from receipt].

Sincerely,

[Your Signature]

[Your Printed Name]