

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Insert Name of Breaching Party]

[Insert Address]

[Insert City, State, Zip Code]

RE: NOTICE OF BREACH OF NON-DISCLOSURE AGREEMENT AND TERMINATION

Dear [Insert Name],

This letter serves as formal legal notice that you are in material breach of the Non-Disclosure Agreement (the "Agreement") entered into on [Insert Date of Agreement] between [Insert Your Company Name/Your Name] and [Insert Counterparty Name].

1. Nature of Breach

It has come to our attention that you have unauthorizedly disclosed or used Confidential Information in the following manner: [Insert detailed description of the breach, e.g., sharing trade secrets with a competitor, posting data online, etc.]. This action constitutes a direct violation of Section [Insert Section Number] of the Agreement.

2. Notice of Termination

Pursuant to Section [Insert Section Number regarding termination] of the Agreement, we hereby exercise our right to terminate the Agreement and any ongoing business relationship effective immediately as of [Insert Date].

3. Required Actions

To mitigate further damages, you are hereby demanded to:

- Cease and desist from any further use or disclosure of Confidential Information immediately.
- Return or destroy all copies of Confidential Information in your possession, including electronic files and physical documents, by [Insert Deadline Date].
- Provide written certification to this office by [Insert Date] confirming that all such materials have been returned or destroyed.

4. Reservation of Rights

Please be advised that termination of the Agreement does not relieve you of your survival obligations regarding confidentiality. [Your Company Name] reserves all rights to pursue legal remedies, including but NOT limited to, seeking injunctive relief, monetary damages, and recovery of legal fees incurred as a result of this breach.

We expect your immediate compliance. Failure to respond or remedy this situation by [Insert Date] will result in further legal action.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]