

Date: [Insert Date]

TO:

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

FROM:

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

**RE: NOTICE OF NON-DISCLOSURE AGREEMENT VIOLATION AND
TERMINATION OF CONTRACT**

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the Non-Disclosure Agreement (NDA) signed on [Date of Agreement] between [Company Name] and [Recipient Name].

Specifically, it has come to our attention that you have violated the terms of the agreement by: [Insert description of the unauthorized disclosure or breach].

Due to this material breach of confidentiality, we are hereby exercising our right to terminate our business relationship and any associated contracts, effective immediately, as of [Termination Date].

Formal Demands:

- Immediately cease and desist from any further disclosure of Confidential Information.
- Return or destroy all physical and digital copies of confidential materials, documents, and data in your possession within [Number] days.
- Provide written certification that all such materials have been returned or destroyed.

Please be advised that [Company Name] reserves all rights to pursue legal action to recover damages caused by this breach and to seek injunctive relief to prevent further unauthorized use of our proprietary information.

We expect your full cooperation in resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]