

# NOTICE OF BREACH OF NON-DISCLOSURE AGREEMENT

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\_\_\_\_\_, 20\_\_\_\_

From

\_\_\_\_\_ [Name of claimant]

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ [Address of claimant]

## Via Certified Mail

Subject: Notice of Breach of Non-Disclosure Agreement ("Agreement")

Dear \_\_\_\_\_ [Name of respondent],

This correspondence serves as a formal notice that you have materially breached the Non-Disclosure Agreement ("Agreement"), dated \_\_\_\_\_, 20\_\_\_\_. The specifics of your breach are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Breach can be remedied. You are hereby required to submit a detailed, written explanation for the actions constituting the breach of the Agreement. Additionally, you must outline the steps you will undertake to rectify this breach. Failure to provide a satisfactory response within \_\_\_\_ days from the receipt of this notice will necessitate our consideration of further actions, which may include, but are not limited to, the resumption of performance under the Agreement or its termination, as dictated by the breach, termination, and/or other applicable provisions within the Agreement.

We aim to resolve this matter amicably; nonetheless, failure to rectify the breach within the time stated in this letter may compel us to seek all available legal and equitable remedies without further notice to you.

Breach cannot be remedied. This breach has caused irrevocable damage, and as such, we will be pursuing further legal action.

This letter serves to put you on notice only and is confidential in nature. The communications contained in this notice may not be used for any other purpose in any proceeding that may be initiated by either party in any court or legal proceedings.

You are legally obligated to maintain and preserve any and all documents, materials, and information, in all forms, that may be potentially relevant to the subject matter, or discoverable in any potential action as a result of this breach.



Sincerely,

\_\_\_\_\_ [Name of claimant]  
\_\_\_\_\_ [Address of claimant]  
\_\_\_\_\_ [Phone of claimant]  
\_\_\_\_\_ [Email of claimant]

