[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Notice of Breach of Confidentiality Obligations under [NAME OF AGREEMENT]**

Dear **[ADDRESSEE],**

Reference is made to the [NAME OF AGREEMENT], dated [DATE], between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”) (the “**Agreement**”). Unless otherwise defined, capitalized terms in this letter shall have the meanings assigned in the Agreement.

We have become aware of a breach of your confidentiality obligations under Section [**NUMBER**] of the Agreement. Specifically, on [**DATE**], [*DESCRIPTION OF BREACH, e.g., the unauthorized disclosure of confidential information to [THIRD PARTY] or failure to safeguard such information as required*].

This breach constitutes a serious violation of the Agreement, and we require that you immediately:

1. Cease any further disclosure or use of our confidential information.
2. Provide a detailed written explanation of the circumstances leading to the breach, including the individuals or entities involved, by [DATE].
3. Take corrective measures to prevent future breaches, including [SPECIFIC ACTIONS IF APPLICABLE].
4. Return or confirm the destruction of all confidential information in your possession as required under Section [NUMBER] of the Agreement.

Failure to address this breach promptly may result in further action, including the pursuit of damages and other remedies available under the Agreement and applicable law.

Please direct any questions or your response to [NAME], [TITLE], at [EMAIL ADDRESS] or [PHONE NUMBER].

This notice is issued without prejudice to any of our rights or remedies, all of which are expressly reserved.

[SIGNATURE PAGE TO FOLLOW]

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]