[NAME/ORGANIZATION LETTERHEAD]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[EMAIL ADDRESS]

[PHONE NUMBER]

[DATE]

[RECIPIENT’S NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Notification of Termination of Non-Disclosure Agreement**

Dear [RECIPIENT’S NAME],

This letter serves as formal notice of termination of the Non-Disclosure Agreement (NDA) dated [DATE OF AGREEMENT], entered into between [ORGANIZATION] and [RECIPIENT’S ORGANIZATION] (the “**Agreement**”).

Pursuant to Section [NUMBER] of the Agreement, the NDA will terminate effective [DATE]. All obligations and rights under the Agreement will cease as of this date, except for any provisions that explicitly survive termination, including but not limited to those relating to [*confidentiality obligations/non-disclosure of proprietary information*], which shall remain binding as outlined in Section [NUMBER] of the Agreement.

Should you have any questions or require further clarification regarding this termination, please direct your inquiries to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

We appreciate your adherence to the terms of the Agreement during its term and trust that you will continue to comply with any ongoing obligations.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]