

complaining party]

```
<<Name>>  
<<Title>>  
<<Company Name>>  
<<Company Address>>  
<<Company Address>>  
<<Postcode>>
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<<Date>>

Re: Unauthorised Access to Confidential Information

Dear <<name>>,

On <<insert date>> we disclosed <<describe subject matter of information, e.g. name of company, product, project, etc.>> Confidential Information relating to <<describe subject matter of information, e.g. name of company, product, project, etc.>> Confidential Information"). The Confidential Information comprised <<give details of Confidential Information, e.g. name of company, product, project, etc.>> was supplied to you in the form of <<insert details, e.g. email, disc, ppt, etc.>> details relevant to the Confidential Information and/or its disclosure>>

The Confidential Information was disclosed for the purpose[s] of <<insert reason(s) for disclosure of information>>. It was disclosed on the condition that it should remain confidential [in accordance with the <<insert name of Agreement>> Agreement] OR [Non-Disclosure Agreement] dated <<date>> between <<name of party>> and (2) <<name of party>>] in accordance with the confidentiality provisions of the <<insert name of Agreement>> Agreement dated <<date>> between <<name of party>> and (2) <<name of party>>].

On <<date>> we became aware that [REDACTED] had consent, used or disclosed some or all of the Confidential Information to [REDACTED] details of unauthorised use or disclosure>>. This is unacceptable and constitutes a breach of the Agreement referred to above].

As our consent to disclose the Cor [REDACTED] in this manner was neither sought nor granted we require that you immedi

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|----|--|--|
| a) | [Desist from using the Confidential Information (save as permitted by the Confidential Information Agreement.) AND/OR | [Desist from using the Confidential Information without our prior consent in writing;] |
| b) | [Deliver to us any documents in your possession or control which were made available to you by us which contain any Confidential Information.] AND/OR | [Deliver to us any documents in your possession or control of the Confidential Information, or Confidential Information.] AND/OR |
| c) | [Deliver to us a written statement that you will desist forthwith from using or disclosing the Confidential Information otherwise than in accordance with the Confidential Information Agreement and shall not seek or attempt to obtain consent for any future use or disclosure.] AND/OR | [You will desist forthwith from using or disclosing the Confidential Information otherwise than in accordance with the Confidential Information Agreement and shall not seek or attempt to obtain consent for any future use or disclosure.] AND/OR |
| d) | [Deliver to us a written statement properly authorised by you, confirming that you have fully disclosed with a statement of truth, from a confidential source, the Confidential Information, and, if applicable, confirming that you have fully disclosed the Confidential Information.] AND/OR | [Deliver to us a written statement, duly confirmed by you, confirming that you have fully disclosed with a statement of truth, from a confidential source, the Confidential Information, and, if applicable, confirming that you have fully disclosed the Confidential Information.] AND/OR |

complied with the o

We expect your acknowledgement
<<insert date>>. Failure to res
remedies.

Yours faithfully,

<<insert name of signatory on beh
for and on behalf of <<insert Comp

our response to our requests by
result in us seeking further legal

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