

# Notice of Breach of Contract

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

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

Dear [Recipient's Name],

Subject: Notice of Breach of Contract

This letter serves as formal notice that you are in breach of the contract dated [Insert Date of Contract], where both parties agreed to [briefly outline the contract terms].

Specifically, the breach occurred due to [describe the nature of the breach], which is a violation of [refer to the specific section of the contract]. As a result, we [describe any damages or actions taken].

We request that you rectify this breach by [provide a deadline for compliance or action to be taken]. Failure to do so may result in further actions, including but not limited to [mention potential consequences or legal actions].

We hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]