

# Notice of Breach of Construction Contract

Date: [Insert Date]

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of a breach of our construction contract dated [Insert Date of Contract] regarding the project located at [Project Address]. It has come to my attention that [describe the specific breach, e.g., not meeting timelines, failure to perform specific work, etc.].

This breach has caused significant delays and issues, which I require to be addressed promptly. As per the terms of our contract, I expect you to [explain what actions you expect: complete the work, rectify the situation, provide an explanation, etc.].

Please provide a written response by [Insert Deadline], outlining your plan to remedy the situation. Failure to do so may result in further actions, including but not limited to [list potential consequences, such as legal action, termination of contract, etc.].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]