

# Breach of Contract Termination Notification

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Termination of Contract Due to Breach

I am writing to formally notify you of the termination of the contract dated [Insert Date of Contract] between [Your Company Name] and [Recipient Company Name]. This termination is effective immediately as a result of your breach of contract, specifically [describe the nature of the breach].

As per the terms of our agreement, Section [insert relevant section], this breach constitutes sufficient grounds for termination. Despite our previous communications and attempts to remedy the situation, the breach remains unresolved.

We request that you take immediate action to confirm receipt of this termination notice and to address any outstanding matters related to this contract. Please ensure that all obligations are fulfilled as specified in our agreement.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]