

Warning and Termination for Contractual Default

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Warning and Termination of Contract

Dear [Recipient's Name],

We are writing to formally address a serious concern regarding your performance under the terms of the contract dated [Insert Contract Date], specifically pertaining to [describe contractual obligations that have not been met].

As per our previous communications on [insert dates of prior communications], we have issued multiple reminders regarding these defaults. Despite these reminders, we have not observed any substantial improvement in your performance.

Accordingly, this letter serves as a formal warning of breach of contract. You are hereby given a final opportunity to rectify the stated defaults within [insert time frame, e.g., 10 business days] from the date of this letter.

Failure to comply may result in the termination of our contract without further notice, and we shall pursue any necessary legal actions to recover losses incurred due to this breach.

Please treat this matter with urgency and importance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]