

Breach of Contract Notification

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Breach of Contract Notification

I am writing to formally notify you of a breach of contract concerning [describe contract name or number, effective date]. It has come to my attention that [describe the nature of the breach].

According to the terms of our agreement, [cite specific contractual obligations]. Your failure to meet these obligations has caused [describe impact or damages].

Please consider this letter as a formal demand for resolution. I request that you take immediate steps to remedy this breach by [provide a reasonable deadline for remedy]. Failure to address this issue may lead to further legal action.

Thank you for your prompt attention to this matter. I hope to resolve this issue amicably.

Sincerely,

[Your Name]