

Notification of Service Delivery Contract Breach

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Notification of Breach of Service Delivery Contract

Dear [Recipient's Name],

We are writing to formally notify you of a breach of contract regarding our service delivery agreement dated [Insert Contract Date]. It has come to our attention that the terms outlined in the contract have not been met, specifically [describe the specific breaches in detail].

As per the agreement, we request that you take immediate corrective action to rectify these breaches by [insert deadline]. Failure to address these issues may result in further action as per the terms of our contract.

We value our partnership and hope to resolve this matter amicably. Please acknowledge receipt of this notification and provide us with a plan of action by the stated deadline.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]