

Breach of Contract Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Subject: Notification of Breach of Contract

Dear [Freelancer's Name],

I am writing to formally notify you of a breach of contract regarding our agreement dated [Insert Date of Agreement]. As per the terms of our contract, [describe the specific obligations that have not been met].

Despite my attempts to resolve these issues by [mention any previous communications], I have not seen any adequate response or remedy. This situation is not in compliance with our agreed terms, and thus, I am compelled to take further action.

Please consider this letter as a final notice to rectify the breach by [insert deadline for remedy]. If the issue is not addressed by this date, I may be forced to pursue legal remedies to protect my interests.

I hope we can resolve this matter amicably. Please contact me at your earliest convenience to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]