

Breach of Contract Notification

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Notification of Breach of Contract - Loan Agreement

I am writing to formally notify you of a breach of contract concerning the loan agreement dated [Insert Loan Agreement Date]. According to the terms stipulated in the agreement, you were required to [briefly mention the obligations, e.g., make monthly payments of a specified amount by a certain date].

As of [Insert Date], it has come to my attention that payments have not been made, which constitutes a breach of the contract. To date, you have missed the following payments: [List missed payments with dates].

In accordance with the terms of our agreement, I request that you take immediate corrective action by [Insert Deadline for corrective action]. If payment is not received by this date, I may be forced to take further steps to enforce the contract.

Please consider this letter a final opportunity to rectify the situation before more serious actions are undertaken.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]