

Breach of Contract Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a breach of the service agreement dated [Insert Date of Agreement] between [Your Company Name] and [Recipient's Company Name]. It has come to our attention that [describe the nature of the breach, e.g., failure to deliver services, delayed payments, etc.].

As per the terms outlined in the agreement, we request that you address this issue by [provide a reasonable timeline for resolution, e.g., within 14 days from the date of this letter]. Failure to remedy this breach may result in further legal action or termination of the contract.

We hope to resolve this matter amicably and look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]