

Breach of Contract Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to formally notify you of a breach of contract pertaining to our agreement dated [Insert Agreement Date]. It has come to our attention that [describe the specific breach, e.g., failure to deliver goods/services as per the agreement, etc.].

As per our contract, we expected [insert specific obligations], and the failure to fulfill this obligation has resulted in [describe impact]. We request that you address this breach by [insert a deadline for compliance or resolution].

Please consider this letter as a formal demand to remedy this breach. Failure to do so may result in further actions as stipulated in our contract.

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

Thank you for your attention to this critical issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]