

Formal Notice of Breach of Contract

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

[Date]

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

Dear [Recipient's Name],

Subject: Notice of Breach of Contract

I am writing to formally notify you of a breach of contract in relation to our agreement dated [Date of Agreement]. The specific breach pertains to [describe the breach, e.g., failure to perform, late deliveries, etc.]. According to the terms outlined in the contract, [mention the relevant clause if applicable].

Please consider this letter as a request for resolution of the said breach. I request that [describe how you would like the issue resolved, e.g., a compensation, fulfillment of the contract terms, etc.] be addressed no later than [specific deadline].

If we are unable to resolve this matter amicably, I may be compelled to pursue further legal action to protect my rights under the contract.

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

Sincerely,

[Your Name]
[Your Title, if applicable]