

Formal Notice of Contract Breach

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Notice of Breach of Contract

I hope this message finds you well. I am writing to formally notify you of the breach of contract related to [Specify Contract Name/Reference], dated [Insert Date]. It has come to our attention that [Describe the specific breach, e.g., failure to deliver goods, missed deadlines, etc.].

As per the terms outlined in section [Specify Section] of the contract, we kindly request that you take immediate action to rectify this breach within [Insert Time Frame, e.g., 14 days] from the date of this notice.

If the issue is not resolved by the specified date, we may be compelled to pursue further actions as detailed in the contract, including but not limited to [Specify Possible Consequences].

Please acknowledge receipt of this notice and confirm your intentions regarding the resolution of this matter.

Thank you for your prompt attention to this important issue. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]