

Notification of Service Breach and Contract Termination

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a breach of contract regarding the services outlined in our agreement dated [Insert Agreement Date]. Despite our previous communications and attempts to resolve this matter, the issues have not been satisfactorily addressed.

As per our agreement, we have identified the following breaches:

- [Breach Description 1]
- [Breach Description 2]
- [Breach Description 3]

Due to these breaches, we hereby terminate the contract effective [Insert Termination Date]. We request that you cease all work related to this agreement and return any company property no later than [Insert Return Date].

We regret that it has come to this, and we hope to avoid any further legal implications. Please confirm receipt of this notification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]