

# Service Contract Breach Warning and Termination

Date: [Insert Date]

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]

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

Dear [Recipient's Name],

Subject: Notice of Breach of Service Contract

I am writing to bring to your attention a breach of the service contract dated [Insert Contract Date], between [Your Company Name] and [Recipient's Company Name]. It has come to our attention that [describe specific breach, e.g., failure to deliver services, late payments, etc.].

This breach is a violation of Section [Insert Section Number] of our agreement, which states that [insert relevant contract clause]. We request that you address this issue by [Insert Deadline Date] to avoid further action.

If the breach is not resolved by the specified date, we will have no choice but to terminate the contract and seek remedies as outlined in Section [Insert Section Number] of our agreement.

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]