

Breach of Contract Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a breach of the architectural design contract dated [Insert Contract Date], concerning the project located at [Insert Project Address].

As per our records, the following obligations have not been fulfilled:

- [Detail breach 1]
- [Detail breach 2]
- [Detail breach 3]

We kindly request that you take immediate action to rectify these breaches by [Insert Deadline Date]. Failure to address these issues may result in further legal action.

We appreciate your immediate attention to this matter and look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]