

Breach of Contract Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of a breach of contract regarding [briefly describe the contract, e.g., "the service agreement dated [insert date]"]. It has come to my attention that [describe the specific breach or non-compliance].

As per the terms stated in the contract, [mention any relevant clauses or terms]. This breach has caused [mention any consequences or damages resulting from the breach].

I hereby request that you [propose a remedy or action to rectify the breach], within [set a deadline for response or action]. Failure to address this matter may necessitate further action to protect my rights under the contract.

Please consider this letter a formal notification as required by our agreement. I hope to resolve this matter amicably and promptly.

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

Sincerely,

[Your Name]