

# Breach of Contract Warning

Date: [Insert Date]

[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 that has occurred regarding [brief description of the contract, e.g., "the service agreement dated [insert date]"]. According to the terms outlined in [specific section or clause], you have failed to [describe the breach, e.g., "deliver the services as agreed upon"].

This breach has caused [briefly explain any consequences or damages caused by the breach]. We request that you remedy this situation by [specific action required to rectify the breach, e.g., "fulfilling the agreed-upon services by [insert deadline]"].

Please understand that if this issue is not resolved by [insert deadline], we may have to consider further actions, including legal remedies, to protect our interests.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]