

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 of contract]"].

According to our agreement, you were to [describe the specific obligations not met]. However, as of [insert date], you have failed to fulfill these obligations.

Please consider this letter as a request to remedy the breach by [insert specific actions required, e.g., "completing the project by [insert date]"]. If this issue is not resolved by [insert a deadline], I may have to consider further legal actions.

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

Sincerely,

[Your Name]