

Notice of Breach of Terms

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that we have identified a breach of the terms outlined in our agreement dated [Insert Agreement Date]. Specifically, the following terms have not been adhered to:

- [Insert specific term or clause that has been breached]
- [Insert specific term or clause that has been breached]

As per the agreement, we request that you address this issue by [Insert Deadline Date]. Failure to remedy this situation may result in further actions, including but not limited to [Insert potential consequences].

We value our relationship and trust that you will take the necessary steps to rectify this matter promptly.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]