

Breach of Terms of Service Notification

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Address Line 1]

[Your Address Line 2]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

[City, State, Zip Code]

Subject: Breach of Terms of Service

Dear [Recipient's Name],

We are writing to inform you that we have identified a breach of our Terms of Service, specifically [specify the section or clause], that occurred on [date of breach]. It has come to our attention that [describe the breach in detail].

This behavior is not in compliance with our Terms of Service and we take these matters very seriously. We kindly urge you to cease and desist from this activity immediately and rectify the situation by [provide instructions on how to rectify the breach].

If you do not take corrective action by [deadline, if applicable], we may be forced to take further action, including [mention potential consequences].

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]