

Contract Infringement Alert

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of a potential infringement of our contract dated [Insert Contract Date], titled "[Insert Contract Title]." It has come to our attention that [describe the infringement, e.g., failure to adhere to terms, unauthorized use of materials, etc.].

This action is in violation of Section [Insert Section Number] of the aforementioned contract. We take this matter seriously and require immediate attention to rectify the situation.

Please respond to this alert by [Insert Deadline Date] to discuss the resolution of this issue. Failure to address this matter may lead to further legal action.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]