

Legal Notice for Breach of Contract

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Legal Notice for Breach of Contract

Dear [Recipient's Name],

This letter serves as a formal notice regarding the breach of contract entered into on [Contract Date] concerning [brief description of the contract].

It has come to my attention that you have failed to [describe the specific breach]. This breach of the contract places you in default and has caused me significant [mention any damages or losses incurred].

In accordance with the terms of the contract, I hereby demand that you [state what you want the recipient to do, e.g., remedy the breach, pay damages, etc.] within [number of days] days from the date of this notice. Failure to comply will result in legal action to seek enforcement of the contract and recovery of damages.

Should you wish to discuss this matter further, please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]