

Breach of Contract Notice

Date: [Insert Date]

To: [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 concerning our agreement dated [Insert Date of Agreement]. The specific terms that have been violated include [Insert Specific Terms of the Contract]. As a result of this breach, I [insert how the breach has affected you or your business].

In accordance with [cite relevant clause or legal statute if applicable], I request that you remedy this breach by [insert what you want them to do, e.g., performing under the contract, providing compensation, etc.] within [insert a reasonable time frame, e.g., 15 days]. Failure to do so may compel me to initiate legal proceedings against you to seek redress.

Please consider this letter as a good-faith attempt to resolve this matter amicably before pursuing legal action. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Contact Information]