

Breach of Contract Notification

Date: [Insert Date]

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

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

Subject: Notification of Breach of Contract

Dear [Recipient's Name],

I am writing to formally notify you of a breach of contract concerning [briefly describe the contract, e.g., the service/product involved, date of contract, etc.]. As per our agreement dated [insert date of the contract], the following obligations were required of you:

- [Obligation 1]
- [Obligation 2]
- [Obligation 3]

Unfortunately, I have observed that you have failed to [describe the specific breach]. This has resulted in [briefly explain the consequences of the breach].

I kindly request that you address this matter by [insert a specific action you want them to take and a deadline for the response, e.g., a written acknowledgment, remedying the breach, etc.]. If the issue is not rectified by [insert deadline], I will be compelled to seek further action, which may include [mention potential consequences, e.g., legal action, termination of the contract, etc.].

Please acknowledge receipt of this notification and inform me of your intended course of action.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]