

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Breach of Contract Notice

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 agreement dated [date]"]. As per the terms outlined in the contract, [describe how the terms were breached].

Due to this breach, I request the following remedies: [list the remedies you are seeking, e.g., "compensation for damages, specific performance, etc."]. It is my hope that we can resolve this matter amicably and avoid further legal action.

Please respond to this letter within [specify a time frame, e.g., "14 days"] to discuss the resolution of this issue. I look forward to your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]