

Breach of Contract Statement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal statement regarding the breach of contract dated [Insert Contract Date] between [Your Name/Your Company Name] and [Recipient's Name/Recipient's Company Name]. The specific terms breached are as follows:

- [Breach of Contract Term 1]
- [Breach of Contract Term 2]
- [Breach of Contract Term 3]

As a result of this breach, [Your Company Name] has incurred [specify damages or consequences]. We request that you address this breach by [Insert Deadline for Response or Rectification].

Please consider this letter as part of our record-keeping concerning this matter. We hope to resolve this issue amicably and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]