

Breach of Contract Notice

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip]

Subject: Notice of Breach of Contract

Dear [Recipient's Name],

I am writing to formally notify you of a breach of contract that has occurred in relation to our agreement dated [Date of Agreement]. As per the terms outlined in the contract, [describe the terms that were breached].

Despite my attempts to communicate and resolve this matter amicably, [describe any previous communications or attempts to fix the issue]. As a result, I am compelled to demand immediate remedy to this breach.

To rectify the situation, I require [state your demands, e.g., payment, performance of obligations, etc.], to be completed by [set a deadline]. Failure to comply with this request may compel me to take further legal action.

Please consider this matter with urgency. I hope to resolve this issue promptly and amicably.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]