

Breach of Contract Notification

Date: [Insert Date]

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

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

Subject: Notice of Breach of Contract

Dear [Recipient Name],

This letter serves as a formal notification regarding the breach of contract dated [Insert Contract Date] between [Your Name/Your Company] and [Recipient Name/Recipient Company].

It has come to my attention that [describe the specific breach, e.g., failure to deliver services, non-payment, etc.]. According to the terms outlined in section [Insert Section Number] of our agreement, [briefly explain the obligations that have not been met].

Please consider this my official request for [specific remedy, e.g., corrective action, payment, etc.] to remedy the breach within [Insert Time Frame] from the date of this letter. Failing to address this matter may result in further legal action being taken to protect my rights under the contract.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

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