

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

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

Dear [Recipient Name],

RE: Breach of Contract Notification

I am writing to formally notify you of a breach of contract regarding [briefly describe the contract, including the date and nature of the agreement]. It has come to my attention that [describe the specific breach, including dates and any relevant details].

As stipulated in the contract, you are required to [mention the obligations under the contract that were not fulfilled]. The failure to adhere to these terms has resulted in [outline any consequences or damages incurred].

Please consider this letter a formal request to remedy this breach within [specify a time frame, e.g., 14 days] from the date of this letter. Failure to address this issue may result in [mention potential legal actions or consequences].

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]