

Third-Party Notification of Contract Breach

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We are writing to formally notify you that [Party in Breach] has breached the terms of the contract dated [Insert Contract Date] between [Party in Breach] and [Your Company]. The specific breach pertains to [describe the nature of the breach].

As a concerned third-party, we believe it is imperative that you are made aware of this situation, as it may affect your interests under this agreement and any related contracts. We urge you to take appropriate action to address this breach.

Should you require any further information or documentation to assist in resolving this matter, please do not hesitate to contact us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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