

Urgent Notice of Breach of Contract

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We are writing to formally notify you of an urgent breach of contract regarding [specific contract name or number] dated [insert date of contract].

It has come to our attention that [describe the breach and any relevant details]. This breach is a significant violation of our agreement and requires immediate attention.

We request that you take the necessary actions to remedy this breach by [insert deadline for remedy]. Failure to address this matter may result in further actions, including but not limited to legal procedures.

Please confirm receipt of this letter and your intentions regarding this matter at your earliest convenience.

Thank you for your prompt attention to this serious issue.

Sincerely,

[Your Name] [Your Position] [Your Company]