

Notice of Breach of Contract

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Notification of Breach of Construction Contract due to Delayed Completion

I hope this message finds you well. I am writing to formally notify you that we are concerned about the ongoing delays in the completion of the construction project at [Project Address]. As per our contract dated [Contract Date], the expected completion date was [Expected Completion Date]. However, as of today, the project is [number of days/weeks] overdue.

This delay constitutes a breach of our contract, and it is essential that we address this issue promptly. We kindly request an updated schedule indicating the revised timeline for the completion of work, along with a detailed explanation of the reasons causing these delays. Please provide this information by [Deadline Date], so we can discuss the next steps.

Failure to provide an acceptable plan may result in further actions to protect our interests as outlined in the contract.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]