

Construction Contract Breach Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Project Owner's Name]

[Project Owner's Address]

[City, State, Zip]

Dear [Project Owner's Name],

I am writing to formally notify you of a breach of contract concerning the project located at [Project Address/Description].

As per the terms outlined in our construction contract dated [Insert Date of Contract], it has come to my attention that [describe the specific breach, e.g., "the payment due on [date] was not received" or "there has been a failure to provide access to the site"].

This breach has resulted in [explain any consequences, such as delays, additional costs, etc.]. I kindly request that you take immediate action to rectify this situation by [state what actions you wish the owner to take, e.g., "remitting the overdue payment" or "providing access to the site"].

Failure to address this breach by [insert a specific date] may compel me to take further action as described in our contract, including [outline potential consequences].

I hope we can resolve this matter amicably and continue our working relationship on this project. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]