

Date: [Insert Date]

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

To: [Contractor's Name]
[Contractor's Title]
[Contractor's Company Name]
[Contractor's Company Address]
[City, State, Zip Code]

Subject: Notification of Breach of Construction Contract

Dear [Contractor's Name],

I am writing to formally notify you of a breach of the construction contract dated [Contract Date] between [Your Company Name] and [Contractor's Company Name]. According to Clause [Insert Clause Number], the contractor is obligated to [briefly describe obligation]. However, as of [insert date], we have observed that this obligation has not been met.

Specifically, the following issues have been identified:

- Issue 1: [Brief description of the first issue, referencing specific contract clause]
- Issue 2: [Brief description of the second issue, referencing specific contract clause]
- Issue 3: [Brief description of the third issue, referencing specific contract clause]

As stipulated in Clause [Insert Clause Number related to notices], we request that you take immediate action to remedy these breaches within [insert time frame, e.g., 10 days] of receipt of this notification. Failure to do so may result in further action as outlined in Clause [Insert Clause Number related to remedies].

We value our relationship and hope for a prompt resolution to this matter. Please respond by [insert response date] to confirm your receipt of this notice and outline your plan for rectifying the identified breaches.

Thank you for your attention to this urgent matter.

Sincerely,

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