

# Contract Breach Notification

**From:** [Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Contractor's Name],

Subject: Notice of Breach of Contract

I am writing to formally notify you of a breach of the construction contract dated [Contract Date] regarding the project at [Project Address]. It has come to my attention that [describe the specific breach, e.g., "the work is not being completed in accordance with the agreed schedule"].

Please consider this letter as a formal request for you to remedy the aforementioned breach within [specify timeframe, e.g., "14 days"] from the date of this notice. Failure to do so may result in further action as outlined in our contract.

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]