

Contract Breach Notification

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

To: [Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Subject: Notification of Breach of Loan Agreement

Dear [Borrower's Name],

We are writing to formally notify you of a breach of the loan agreement dated [Insert Date of Agreement] ("Agreement") between you and [Lender's Name]. According to the terms outlined in the Agreement, you are required to [specify the obligations, e.g., make monthly payments, maintain insurance, etc.].

As of [Insert Date], we have not received payment for the installment due on [Insert Due Date]. This constitutes a default under the terms of the Agreement.

Please be advised that further actions may be taken if this matter is not resolved within [Insert Time Frame, e.g., 10 days]. We urge you to contact us immediately to discuss this issue and seek a resolution.

Thank you for your attention to this matter.

Sincerely,

[Lender's Name]

[Lender's Title]

[Lender's Contact Information]