

# Contract Breach Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Breach of Sales Contract

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a breach of the sales contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name].

The specific breach involves [describe the breach, e.g., non-delivery of goods, late payment, etc.]. According to the terms outlined in our contract, [insert relevant clause or obligation]. As of the date of this letter, the breach remains unrectified.

We kindly ask that you address this matter by [insert a deadline], to avoid any potential escalation. Please contact me directly at [Your Phone Number] or [Your Email Address] to discuss this situation further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]