

Notice of Breach of Service Agreement

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Email: [Recipient Email]

Dear [Recipient Name],

We are writing to officially notify you of a breach of the Service Agreement dated [Insert Date of Agreement] between [Your Company Name] and [Recipient Company Name].

The specific breach involves [describe the breach in detail, including any relevant dates and terms from the agreement].

As per the terms specified in Section [Insert Section Number] of the Service Agreement, we request that you take immediate action to remedy this breach by [insert deadline for remedy]. Failure to address this issue may result in further actions such as [list potential consequences, e.g., termination of contract, legal action, etc.].

We value our relationship and hope to resolve this matter amicably. Please reach out to us at your earliest convenience to discuss this situation.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]