

Notification of Contract Breach

Date: [Insert Date]

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Notification of Contract Breach

Dear [Recipient's Name],

I am writing to formally notify you of a breach of contract concerning [briefly describe the specific contract]. According to the terms agreed upon on [contract date], it is clear that [explain the breach].

Despite previous communications regarding this issue on [mention dates of prior communications], I have not received a satisfactory resolution. Therefore, as stipulated in our agreement, I am compelled to pursue legal action unless this matter is resolved promptly.

I request that you address this breach by [insert deadline for resolution], failing which I will have no option but to escalate this matter legally.

Thank you for your attention to this urgent issue. I hope to resolve this matter amicably without further proceedings.

Sincerely,

[Your Name]
[Your Title/Company, if applicable]