

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notice of Contractual Breach

Dear [Recipient's Name],

I am writing to formally notify you of a breach of contract regarding [specific contract name or number], dated [contract date]. It has come to my attention that you have failed to [describe specific breach, e.g., "deliver the goods as per the agreement"].

According to the terms outlined in Section [specific section] of our contract, it was agreed that [briefly outline the terms]. However, as of [specific date], this obligation has not been fulfilled.

Please be advised that this breach has caused [describe consequences, e.g., "financial loss"] and needs to be addressed immediately. I request that you take appropriate action to remedy this situation by [specific date], or I may have no choice but to consider further action, including legal remedies.

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, if applicable]