

[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 Breach of Contract**

Dear [Recipient's Name],

I am writing to formally notify you of a breach of contract stemming from our agreement dated [Date of Agreement]. As per the terms outlined in the contract, [briefly describe the specific obligations of the contract that have not been met].

Despite my attempts to resolve this issue amicably, [provide details of any communication regarding the breach, if applicable]. As a result, I am compelled to notify you that your actions (or lack thereof) constitute a breach of contract.

In an effort to resolve this matter, I request that you [state your demand, such as fulfilling your obligations, compensation, etc.] by [specific deadline]. If this issue is not addressed by this date, I may have no choice but to pursue further legal action.

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

Sincerely,

[Your Name]

[Your Title (if applicable)]