

# Formal Notification of Contract Infringement

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of a breach of contract regarding [describe the specific contract, including dates and relevant details]. It has come to our attention that [describe the nature of the infringement and any specific actions or failures by the recipient].

This infringement constitutes a serious breach, and we believe it is essential to address this matter promptly. We kindly request that you [list specific corrective actions required and a timeline for compliance].

If this matter is not resolved by [insert a deadline date], we may have no choice but to consider further actions to protect our interests, including but not limited to legal remedies.

We hope to resolve this matter amicably and look forward to your prompt response.

Thank you for your immediate attention to this serious issue.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]