

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

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

Subject: Breach of Contract Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a breach of contract that has occurred under our agreement dated [date of contract].

The specific terms of the contract that have been violated include:

1. [Detail the specific term/condition that was breached]
2. [Detail any additional breaches, if applicable]

As a result of this breach, I am seeking [specific remedy you are seeking, e.g., performance, damages, termination]. I kindly ask that you address this matter by [provide a reasonable deadline] to resolve the issue amicably.

Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Thank you for your attention to this matter.

Sincerely,

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