

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Breach of Contract Notification

I am writing to formally notify you of a breach of contract regarding [briefly describe the contract, e.g., "the service agreement dated [date]"].

The following actions constitute a breach of the agreed terms:

1. [Specify the breach, e.g., "Failure to deliver services as outlined in Section 2 of the contract."]

2. [Add any additional breaches, if applicable.]

According to the terms of our agreement, I would like to request that you address this matter by [provide a reasonable timeframe for resolution, e.g., "within 14 days"]. Failure to rectify the breach may result in further actions, including [mention any potential legal actions or consequences].

Please contact me at your earliest convenience to discuss how we can resolve this matter amicably.

Thank you for your attention to this urgent issue.

Sincerely,

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