

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Breach of Contract

I hope this letter finds you well. I am writing to formally address a matter regarding our contract dated [insert date of contract] between [Your Name/Your Company] and [Recipient's Name/Recipient's Company]. Unfortunately, it has come to my attention that there has been a breach of contract concerning [specific details of the breach, e.g., failure to deliver services, non-payment, etc.]. As per the terms outlined in the agreement, specifically [cite relevant clause or section], [explain how the breach occurred].

Due to this breach, [outline any consequences or damages that have occurred as a result, e.g., financial loss, disruption of services, etc.]. I kindly request that you address this issue by [provide a timeline for resolution or actions you wish them to take, e.g., "within 14 days"].

Failure to resolve this matter may compel me to consider further actions, including [mention potential legal actions or consequences]. I trust that you will take this situation seriously and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company Name, if applicable]