

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Breach of Agreement

I hope this letter finds you well. I am writing to formally address an issue regarding our agreement dated [date of the agreement], specifically concerning [brief description of the agreement].

It has come to my attention that [describe the breach, including specific details such as dates, actions, and any relevant terms of the agreement]. This breach is a serious matter, and it has resulted in [explain the consequences of the breach, including any impact on you or your business].

I kindly request that you take immediate action to rectify this situation. Specifically, I would like to [describe the actions you wish the recipient to take, such as compliance, compensation, etc.].

Please respond by [provide a specific date], so we can resolve this matter amicably. I appreciate your prompt attention to this serious issue.

Thank you for your cooperation.

Sincerely,

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