

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

Dear [Recipient Name],

Subject: Notification of Breach of Terms

I hope this letter finds you well. I am writing to formally address a concern regarding a breach of terms that has occurred in our agreement dated [insert date of agreement].

On [insert date of breach], it was observed that [describe the specific breach of terms clearly and concisely]. This breach has resulted in [explain any consequences or impacts resulting from the breach].

According to Section [insert section number] of our agreement, it is stipulated that [cite relevant terms or clauses]. Unfortunately, it appears that these terms have not been adhered to due to [explain circumstances leading to the breach].

I kindly request that this issue be addressed promptly to avoid any further complications. I suggest that we take the following steps to resolve this matter:

1. [Proposed solution or action step 1]
2. [Proposed solution or action step 2]
3. [Proposed solution or action step 3]

I appreciate your immediate attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title, if applicable]