

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Breach of Contract

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

As per the terms outlined in Section [insert section reference] of our contract, [describe the specific obligation that was not fulfilled]. However, it has come to my attention that this obligation has not been met.

[Explain the impact of the breach and any relevant details, including dates and correspondence if applicable].

In accordance with the terms of our agreement, I request that you remedy this breach by [insert specific actions needed to rectify the situation] within [insert a reasonable timeframe].

Failure to address this situation may result in further action as outlined in our contract. I hope we can resolve this matter amicably and swiftly.

Thank you for your immediate attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]