

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

[Recipient Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Notice of Contract Breach

I am writing to formally address a breach of contract pertaining to
[specific contract title/number] dated [contract date].

Description of Breach:

On [date of breach], it was observed that [specific details of the
breach, including obligations not fulfilled]. This breach has resulted in
[impact of the breach, such as financial loss, missed deadlines, etc.].

Efforts to Resolve:

I have attempted to resolve this matter by [explain any communication or
actions taken to address the issue, including dates and responses, if
applicable]. Despite these efforts, there has been no satisfactory
resolution.

Remedy Requested:

In accordance with our contract, I request that [specific actions you
expect them to take, such as rectifying the breach, compensation, etc.]
by [deadline for response].

Failure to address this issue may compel me to pursue further action,
including [mention potential consequences, e.g., legal action,
termination of contract, etc.].

I look forward to your prompt response to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title, if applicable]
[Your Company Name, if applicable]