

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Notice of Breach of Contract

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of a breach of contract concerning [briefly describe the contract, including date and parties involved].

According to the terms of the contract, [describe the specific terms that have been breached and how]. As a result of this breach, [explain any consequences of the breach, such as damages incurred or obligations unfulfilled].

I kindly request that you [provide a specific remedy or action you would like them to take, e.g., rectify the breach, fulfill obligations, etc.] by [set a reasonable deadline for response or action]. Should we fail to resolve this matter promptly, I may have to consider further actions to protect my rights under the contract.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]