

[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 am writing to formally notify you of a breach of contract concerning [briefly describe the contract or agreement, including date and parties involved].

As per the terms of our agreement, [describe the specific obligation that has not been met]. This breach occurred on [date of breach], and it has resulted in [describe any consequences of the breach].

I kindly request that you address this matter promptly by [outline the specific action you require from the recipient to remedy the breach].

Please respond to this letter within [number of days] days of receipt to avoid further action.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]  
[Your Title] (if applicable)  
[Your Company Name] (if applicable)