

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company 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 that [describe the specific breach of contract] as per the terms outlined in our agreement dated [insert date of the contract].

As a result of this breach, [explain the impact of the breach, including any financial or operational consequences]. I believe it is in our mutual interest to resolve this matter amicably and would appreciate your attention to this issue.

Please respond by [insert a deadline, e.g., "within 14 days of this letter"] to discuss how we can address and rectify this situation. I trust that we can reach an agreeable solution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position, if applicable]