

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

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

Subject: Notice of Breach of Contract

Dear [Recipient 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, e.g., "the service agreement dated [date]"].

As per the terms outlined in Section [X] of the contract, [describe the specific obligations that were not fulfilled]. Despite my repeated attempts to resolve this issue, [include details of communication if necessary].

This breach has caused [explain any damages or issues caused by the breach]. I hereby request that you take immediate action to rectify this breach by [state what you would like the recipient to do, e.g., "performing the contracted obligations by [new date]"].

Please be advised that if the issue is not resolved by [specify a deadline], I may be forced to explore further legal remedies, including but not limited to, pursuing this matter in court.

I hope we can resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]