

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

[Contractor's Name]
[Contractor's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Notice of Breach of Contract

I hope this letter finds you well. I am writing to formally notify you of a breach of contract regarding our agreement dated [insert date of contract].

As per the terms outlined in our contract, [briefly describe the specific terms that have been breached, e.g., failure to complete work by the agreed deadline, use of substandard materials, etc.]. This situation has caused significant inconvenience and concern.

We request that you address this matter promptly by [specify the actions you expect the contractor to take, such as completing the work, rectifying deficiencies, or providing a timeline for remediation]. Please respond by [provide a specific date, generally within 7-14 days], to avoid further action.

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

Sincerely,

[Your Name]
[Your Position, if applicable]