

Notice of Contractual Breach

Date:

To:

Address:

Dear ,

This letter serves as formal notice that you are in breach of the contract dated , entered into between and .

The specific nature of the breach is as follows:

In accordance with the terms of the contract, you are required to remedy the breach within days of receipt of this notice.

Failure to do so may result in further legal action and/or termination of the contract as provided by its terms.

Please contact me at if you have any questions.

Sincerely,