TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Breach of Contract: **[Contract Name]**

Dear **[Mr./Mrs./Ms. Last Name]**,

Pursuant to the contract titled, **[contract name]**, which is dated **[date of contract signing]**, you have been found in breach of the terms of the agreement for the following actions:

**[Outline the recipient’s actions that are in breach of the contract]**.

For these reasons, I am formally asking that you **[mention how you would like the matter resolved]** by **[provide deadline]**. If you do not meet these requirements by the set date,**[outline the consequences of non-compliance]**.

Please contact me at **[contact information]** if you have any questions.

Prompt attention to this matter will be highly appreciated.

Sincerely,

**[Your Name]**

**[Your Signature]**