TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Breach of the Miles-Sullivan Contract

Dear Mr. Sullivan,

This letter is pursuant to the Miles-Sullivan contract, signed on 1 March 20XX, of which you are currently in breach. As per the signed agreement, you are expected to sell only furniture produced and supplied by Miles Inc. for the period, 1 March 20XX to 1 March 20XX. However, we have confirmed that three of your stores are stocking furniture from a competitor.

For this reason, Miles Inc. will be withdrawing from the contract, under the exit clause MS44. The clause states that upon breach, the offended party may exit the contract with the offending party paying a standing fee of $15,000 for damages caused.

I will expect the check of $15,000 credited to my account within the next 30 business days. failure to comply with this requirement will be a further breach and will carry legal consequences.

Sincerely,

Lincoln Miles

CEO, Miles Inc.