December 17, 2020

[First Name] [Last Name]
[Address]
[City], [State] [Zip Code]

**Subject:** Breach of Contract

Dear [Mr./Mrs.] [Last Name]:

I am contacting you about the contract that we signed on [Date] for [Name of Contract].

You are in breach of this contract for the following reasons:

(1)

(2)

(3)

Please call me immediately to make arrangements to resolve this breach of contract. If you do not contact me by [Date] to make these arrangements, then I will begin pursuing any and all legal remedies to resolve this agreement that is not being followed.

Sincerely,

[First Name] [Last Name]
[Address]
[City], [State] [Zip Code]
[000-000-0000]

Attachment: [Name of Contract] signed on [Date]