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]