

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF ANTICIPATORY BREACH OF CONTRACT

Dear [Recipient Name],

This letter refers to the [Name of Agreement] entered into on [Date of Agreement] between [Your Company Name] and [Recipient Company Name] (the "Contract").

On [Date], [Recipient Company Name] communicated to us through [Method of Communication: e.g., email, letter, verbal statement] that it does not intend to perform its obligations under the Contract, specifically [Describe the specific obligation they stated they would not perform].

This communication constitutes a clear and unequivocal repudiation of the Contract. Under the terms of the Contract and applicable law, your stated refusal to perform before the performance date constitutes an anticipatory breach.

Please be advised that [Your Company Name] remains ready, willing, and able to perform its obligations under the Contract. We hereby demand that you provide written adequate assurance of your intent to perform all contractual obligations by no later than [Date/Time - e.g., 5 business days from the date of this letter].

If we do not receive such written assurance by the deadline stated above, we will treat the Contract as terminated due to your material breach. In such an event, [Your Company Name] reserves all rights to pursue legal remedies, including but not limited to seeking damages for loss of profits, cover costs, and legal fees.

We hope to resolve this matter without the need for formal legal proceedings. We look forward to your immediate response.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]