

URGENT: NOTICE OF BREACH OF CONTRACT AND DEMAND FOR DELIVERY

Date: [Insert Date]

To:

[Name of Contact Person]

[Seller Company Name]

[Address]

From:

[Your Name/Title]

[Your Company Name]

[Address]

Re: Breach of Contract for Purchase Order/Contract No. [Insert Number]

Dear [Contact Person Name],

This letter serves as formal notice that [Seller Company Name] is in material breach of our contract dated [Date of Contract] regarding the sale and delivery of [Description of Goods].

Pursuant to the terms of the agreement, the delivery of the goods was required to be completed by [Agreed Delivery Date]. To date, we have not received the specified goods. This failure to perform constitutes a breach of your contractual obligations.

Due to this delay, [Your Company Name] is experiencing [mention brief impact, e.g., production delays or financial losses].

DEMAND IS HEREBY MADE that you cure this breach by delivering the goods in full no later than [Insert Deadline Date].

If the goods are not received by the aforementioned date, we reserve all rights to pursue legal remedies, which may include:

- Cancellation of the contract;
- Seeking "cover" by purchasing substitute goods from another supplier and charging the price difference to you;
- Seeking liquidated or consequential damages for losses incurred.

Please confirm in writing by [Date] your intent to comply with this demand and provide a confirmed shipping tracking number.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]