

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

[Recipient Name/Legal Agent]

[Vendor Company Name]

[Street Address]

[City, State, Zip Code]

RE: FORMAL NOTICE OF BREACH OF CONTRACT AND DEMAND FOR REMEDY

Dear [Recipient Name/Legal Department],

This letter serves as formal notice that [Your Company Name] ("Claimant") considers [Vendor Company Name] ("Vendor") to be in material breach of the [Name of Agreement/Purchase Order Number] dated [Contract Date] (the "Agreement").

Description of Breach:

Vendor has failed to perform its obligations under the Agreement as follows:

[Detail the specific breach, e.g., failure to deliver goods by deadline, delivery of non-conforming goods, or failure to provide specified services].

Prior Communication:

Claimant has attempted to resolve this matter informally on [Dates of previous emails/calls]. To date, Vendor has failed to cure the breach or provide an adequate remedy.

Demand for Relief:

To avoid formal legal proceedings, Claimant demands that Vendor perform the following actions by [Insert Date, e.g., 10 business days from today]:

- [Action 1: e.g., Refund the full payment of \$0.00]
- [Action 2: e.g., Deliver all outstanding inventory]
- [Action 3: e.g., Pay liquidated damages as specified in Section X of the Agreement]

Reservation of Rights:

This letter is sent without prejudice to Claimant's rights or remedies. If the above demands are not met by the specified deadline, Claimant is prepared to pursue all available legal avenues, including filing a formal lawsuit to recover compensatory damages, interest, and legal fees. Furthermore, you are hereby instructed to preserve all records, emails, and documentation related to this Agreement as potential evidence in litigation.

We remain open to a resolution that avoids the cost and time of litigation. Please contact [Contact Name] at [Phone Number] or [Email Address] to confirm your compliance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]