

Date: [Insert Date]

TO:

[Name of Recipient/Representative]

[Company Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT - DEFECTIVE PERFORMANCE

Agreement Name: [Title of Contract]

Effective Date: [Date Contract Was Signed]

Dear [Recipient Name],

This letter serves as formal notice that [Company Name] is in breach of the above-referenced agreement due to defective performance regarding [specific project/service/product].

Pursuant to Section [Section Number] of the Agreement, the expected standard of performance was: [Briefly describe the required performance or quality standard].

However, the performance provided was defective in the following ways:

- [Description of defect 1]
- [Description of defect 2]
- [Description of defect 3]

As a result of this defective performance, [Your Company Name] has suffered the following damages or impacts: [Briefly describe loss or operational impact].

Demand for Remedy:

We hereby demand that you cure these defects by [Insert Date] by taking the following actions: [List specific corrective actions required, e.g., re-performance of services, replacement of goods, or refund].

If the defects are not remedied to the standards set forth in our Agreement by the aforementioned date, [Your Company Name] reserves all legal rights to terminate the contract and pursue formal legal action to recover damages, including but not limited to compensatory damages, legal fees, and costs.

Please contact me by [Date] to confirm how you intend to rectify this breach.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]