

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

[Date]

[Contractor Name]
[Company Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF CONTRACT BREACH AND DEMAND FOR REMEDY

Dear [Contractor Name],

I am writing this formal letter regarding the construction project currently being performed at [Property Address] under the contract dated [Date of Contract].

Upon inspection of the work completed on [Date of Inspection], it was discovered that you have utilized materials that were not specified in our signed agreement. Specifically, the following substitutions were made without my prior written consent:

- **Specified Material:** [Description of material required by contract]
- **Substituted Material Used:** [Description of material actually installed]

This substitution constitutes a breach of our contract. The materials used are of [inferior quality / different aesthetic / lower market value] compared to what was agreed upon and paid for.

I hereby demand that you remedy this breach by performing the following actions at no additional cost to me:

1. Remove the unauthorized materials mentioned above.
2. Install the materials originally specified in the contract.
3. Complete these corrections no later than [Date].

Please provide a written response within [Number] business days confirming your schedule to rectify this issue. If the work is not corrected to the contract specifications by the deadline stated above, I will be forced to pursue further legal action or hire an alternative contractor to finish the work and seek reimbursement from you for the costs incurred.

Sincerely,

[Your Signature]

[Your Printed Name]