

**[Your Name/Company Name]**

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

**[Date]**

**[Recipient Name]**

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF BREACH OF HOLD HARMLESS AGREEMENT**

Dear [Recipient Name],

This letter serves as a formal demand regarding your breach of the "Hold Harmless" and indemnification provisions set forth in the agreement titled [Name of Agreement], signed on [Date of Agreement].

According to Section [Section Number] of the aforementioned agreement, you agreed to indemnify, defend, and hold harmless [Your Name/Company Name] from any and all claims, damages, losses, or expenses arising out of [Describe the scope of the agreement, e.g., the services provided or use of premises].

The following event has occurred which triggers your obligations under this clause:  
[Provide a brief description of the incident, claim, or lawsuit that occurred].

As a result of this incident, [Your Name/Company Name] has incurred the following costs/liabilities:  
[List specific costs, legal fees, or damages incurred].

Despite your contractual obligation, you have failed to [Select one: provide a legal defense / reimburse the costs / settle the claim]. This failure constitutes a material breach of our agreement.

**DEMAND IS HEREBY MADE** that you perform the following actions within [Number, e.g., 10] business days of the date of this letter:

1. Formally acknowledge your obligation to indemnify and hold [Your Name/Company Name] harmless.
2. Provide payment in the amount of \$[Amount] to cover expenses already incurred.
3. [Optional: Assume the legal defense of the ongoing matter regarding (Matter Name)].

If you fail to comply with this demand or contact the undersigned to arrange for payment, I will have no choice but to pursue all available legal remedies to enforce the contract and recover damages, including interest and legal fees.

We hope to resolve this matter promptly and without further litigation.

Sincerely,

[Signature]

[Your Printed Name]