

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Opposing Party Name]

[Opposing Party Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT AND OFFER TO SETTLE

Contract Title: [Title of Agreement]

Date of Agreement: [Date Contract was Signed]

Dear [Opposing Party Name],

This letter serves as formal notice regarding your breach of the above-referenced contract. Specifically, you have failed to perform the following obligations: [Describe specific breach, e.g., failure to pay, failure to deliver goods, or missed deadlines].

Under the terms of the agreement, this breach has caused damages to [Client Name] in the amount of \$[Amount]. Additionally, your actions constitute a violation of Section [Section Number] of the contract.

In an effort to avoid the time and expense of formal litigation, my client is willing to resolve this matter through a pre-litigation settlement. We propose the following terms for a final release of all claims:

- [Settlement Term 1: e.g., Payment of a specific sum]
- [Settlement Term 2: e.g., Completion of outstanding work]
- [Settlement Term 3: e.g., Mutual release of liability]

This offer is made for settlement purposes only and is without prejudice to my client's rights or remedies. If we do not receive a response or a formal acceptance of this proposal by [Deadline Date], we will have no choice but to initiate formal legal proceedings to recover the full amount of damages, interest, and attorney's fees as permitted by law.

Please contact me directly at [Phone Number] or [Email] to discuss this matter further.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]