

[Attorney Name/Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name, if applicable]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Legal Representation and Breach of Contract - [Reference Contract Name/Date]

Dear [Recipient Name],

Please be advised that this office represents [Client Name] regarding the agreement entered into on [Date of Contract] (the "Contract").

Based on our review of the matter, it appears that you are in breach of the Contract. Specifically, you have failed to perform the following obligations:

- [Description of specific breach #1]
- [Description of specific breach #2]

Under Section [Section Number] of the Contract, these actions constitute a material breach. As a result of this failure to perform, our client has suffered damages in the amount of \$[Amount].

Demand is hereby made that you remedy this breach by [Specific Action Required, e.g., payment or performance] no later than [Deadline Date]. Should you fail to cure this breach or provide an acceptable proposal for resolution by this date, our client has authorized us to pursue all available legal remedies, including the initiation of formal litigation.

Please direct all future communications regarding this matter exclusively to this office. You are further instructed to preserve all documents, electronic records, and communications related to this Contract and the underlying dispute.

We look forward to your prompt response.

Sincerely,

[Attorney Signature]
[Printed Name]

cc: [Client Name]