

**SENT VIA EMAIL AND CERTIFIED MAIL**

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

[Date]

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

**RE: Notice of Breach of Contract and Good Faith Settlement Offer**

**Contract Description:** [Name/Date of Contract]

**Matter Reference:** [Reference Number if applicable]

Dear [Recipient Name],

This letter serves as a formal notice regarding your breach of the contract dated [Date of Contract] between [Your Name/Company] and [Recipient Name/Company].

Specifically, you have failed to perform the following obligations: [Briefly describe the breach, e.g., failure to pay, failure to deliver goods, or missed deadlines]. This failure constitutes a material breach of our agreement.

As a result of this breach, [Your Name/Company] has incurred damages totaling \$[Amount].

In an effort to resolve this matter without resorting to formal litigation, I am extending this good faith settlement offer. We are willing to accept the sum of \$[Settlement Amount] as full and final satisfaction of all claims related to this breach, provided that payment is received by [Deadline Date].

This offer is made for settlement purposes only and is without prejudice to our rights and remedies under the contract and applicable law. If we are unable to reach an agreement by the date specified above, we will have no choice but to pursue all available legal remedies, which may include filing a lawsuit for the full amount of damages, plus interest, attorney's fees, and court costs.

Please contact me at [Phone Number] or [Email] to confirm your acceptance of this offer or to discuss a payment arrangement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]