

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

To: [Name of Recipient/Company]

Address: [Street Address]

City, State, Zip: [City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT AND INTENT TO SUE

Dear [Name of Recipient],

This letter serves as formal notice regarding your breach of the contract titled "[Name of Contract]" dated [Date Contract Was Signed].

As per the terms of the agreement, you were required to perform the following: [Briefly describe the obligation the recipient failed to meet].

To date, you have failed to fulfill these obligations. This failure constitutes a material breach of our agreement. As a result of this breach, I have suffered damages in the amount of \$[Amount].

Demand is hereby made that you remedy this breach by [Describe the specific action needed to fix the problem, e.g., making payment or completing work] no later than [Deadline Date].

If this matter is not resolved to my satisfaction by the date mentioned above, I intend to file a formal lawsuit against you in [Name of County/State] court to seek all available legal remedies, including but not limited to compensatory damages, interest, and legal fees.

Please contact me immediately at [Your Phone Number] or [Your Email Address] to discuss how you intend to rectify this situation and avoid litigation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]