

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT - MISSED COURT DEADLINES

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the agreement dated [Date of Agreement] regarding [Case Name/Number/Description].

Specifically, you have failed to meet the following court-mandated deadlines as required under Section [Section Number] of our contract:

- [Description of missed deadline 1, e.g., Filing of Discovery Responses] - Due Date: [Date]
- [Description of missed deadline 2, e.g., Submission of Witness List] - Due Date: [Date]
- [Description of missed deadline 3] - Due Date: [Date]

These omissions constitute a material breach of your contractual obligations. Failure to adhere to these deadlines has resulted in [mention consequences, e.g., court sanctions, procedural delays, or potential dismissal of claims].

To cure this breach, you are required to take the following actions by [Deadline Date]:

1. [Action item 1, e.g., File all outstanding motions with the court].
2. [Action item 2, e.g., Provide written proof of filing to our office].

If these actions are not completed by the date specified above, we will be forced to pursue all available legal remedies under the contract, which may include termination of the agreement, seeking damages, or filing a formal motion with the court regarding this conduct.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]