

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF BREACH OF CONTRACT - UNAUTHORIZED CONFLICT OF INTEREST

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the [Name of Agreement] signed on [Date of Agreement]. Specifically, you have violated Section [Section Number] regarding "Conflict of Interest."

We have become aware of the following unauthorized activity: [Describe the specific conflict, e.g., working for a competitor, personal financial interest in a vendor, or unauthorized outside business activity].

This conduct constitutes a material breach of your contractual obligations. Under the terms of our agreement, you are required to [Action required, e.g., immediately cease the activity, divest interest, or provide a written explanation].

You are hereby requested to remedy this breach by [Deadline Date]. Failure to cure this breach or provide a satisfactory resolution by the aforementioned date may result in further legal action, including but not limited to, the immediate termination of your contract and seeking damages.

Please acknowledge receipt of this notice and confirm in writing the steps you are taking to resolve this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]