

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

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

RE: NOTICE OF BREACH OF CONTRACT - FAILURE TO DELIVER EVIDENTIARY DOCUMENTS

Dear [Recipient Name],

This letter serves as formal notice that you are in material breach of the agreement titled "[Contract Name/Reference Number]," dated [Original Date of Contract].

Pursuant to Section [Section Number] of the Agreement, you were required to deliver the following evidentiary documents to [Your Name/Company Name] by [Due Date]:

- [List Document 1]
- [List Document 2]
- [List Document 3]

As of the date of this letter, we have not received the aforementioned documents. Your failure to provide these materials constitutes a breach of your contractual obligations and is preventing the progression of [mention specific project or legal matter].

Demand is hereby made that you remedy this breach by providing the required documents no later than [Deadline Date]. Failure to cure this breach within this timeframe may result in [Your Company Name] pursuing all available legal remedies, including but not limited to, the termination of the contract and the seeking of damages.

Please contact me immediately to confirm receipt of this notice and to provide a timeline for the delivery of the documents.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]