

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

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

RE: NOTICE OF BREACH OF CONTRACT - Noncompliance with Retainer Terms

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the [Title of Agreement] executed on [Date of Agreement] regarding the retainer terms specified in Section [Section Number] of the contract.

Specifically, you have failed to comply with the following retainer requirements:

- [Insert specific violation, e.g., Failure to pay the monthly retainer fee due on Date]
- [Insert specific violation, e.g., Depletion of retainer funds without replenishment as agreed]
- [Insert specific violation, e.g., Failure to provide required documentation for retainer reconciliation]

As per the terms of our agreement, you are required to [State the action needed, e.g., remit a payment of \$0.00] to cure this breach. This action must be completed by [Date for Cure].

Please be advised that if this breach is not rectified within the timeframe specified, I will be forced to [State consequence, e.g., suspend services / terminate the agreement / pursue legal action] as permitted under the contract.

If you believe this notice is in error, or if you have already sent the required payment, please contact me immediately at [Your Phone Number] to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]