

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT - Failure to Provide Subpoenaed Records

Dear [Recipient Name],

This letter serves as formal notice that you are in material breach of the agreement dated [Date of Contract] between [Your Company Name] and [Recipient Company Name].

Specifically, you have failed to comply with the terms of the contract regarding legal cooperation and the production of documents. On [Date Subpoena was Served], a subpoena was issued for the following records: [Brief Description of Records]. To date, these records have not been provided, nor has an adequate legal explanation for the delay been offered.

Under Section [Number] of our Agreement, you are required to [Reference specific clause regarding record keeping or legal compliance]. Your failure to produce these subpoenaed records constitutes a direct violation of your contractual obligations and may result in legal sanctions or interference with ongoing proceedings.

You are hereby requested to cure this breach by delivering the requested records in full no later than [Deadline Date].

If the records are not received by the aforementioned date, [Your Company Name] reserves the right to pursue all available legal remedies, which may include termination of the contract, seeking a court order for contempt, and filing a claim for damages incurred due to this breach.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]