

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Contact Person]

[Vendor Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT - [Software Name/Contract Reference Number]

Dear [Vendor Contact Person],

This letter serves as formal notice that [Vendor Name] is in breach of the contract dated [Contract Start Date] regarding the provision of [Legal Software Name].

As per the terms of our agreement, you were required to provide: [List specific failure, e.g., software installation, critical security updates, uptime guarantees, or specific modules]. To date, you have failed to perform these obligations in the following manner:

- [Description of Breach 1]
- [Description of Breach 2]

Under Section [Section Number] of the contract, you have [Number of Days, e.g., 15 or 30] days from the receipt of this letter to cure these breaches. Specifically, we require: [List required actions to fix the issue].

Failure to remedy these breaches within the specified timeframe will result in [Your Company Name] pursuing all available legal remedies, which may include termination of the contract, seeking damages, and recovering any costs incurred due to your non-performance.

Please confirm in writing within [Number] business days that you have received this notice and outline your plan to rectify this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]