

Date: [Insert Date]

To:

[Recipient Name/Company Name]

[Recipient Address]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT AND CLAIM

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the contract titled "[Name of Contract/Agreement]" dated [Date Agreement was Signed].

Specifically, you have failed to perform the following obligations under the terms of the agreement:

- [Describe first breach, e.g., Failure to deliver goods by deadline]
- [Describe second breach, e.g., Non-payment of invoice #123]
- [Describe third breach, e.g., Failure to provide specified services]

As a result of these breaches, [Your Name/Company Name] has suffered the following damages: [Describe financial losses or specific impact].

To resolve this matter without further legal action, we demand that you take the following corrective actions by [Insert Date]:

1. [State required action 1, e.g., Provide full payment of \$0.00]
2. [State required action 2, e.g., Complete the outstanding services]

If you fail to cure the breach or contact the undersigned to arrange a settlement by the date mentioned above, we will be forced to pursue all available legal remedies, which may include the filing of a formal lawsuit to recover damages, interest, and legal fees.

We hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]