

[Print or e-mail address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Contract Breach Notice

Under a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>>, <<insert brief description of Agreement>> (the "Agreement"), you are required to <<insert details of relevant obligation(s)>>.

I am writing to inform you that you have failed to comply with the following obligations under the Agreement:

1. Under Clause <<insert description of obligation>>, you are required to <<insert description>>. You have failed to carry out this obligation. <<insert brief description of failure>>.
2. <<add further breaches of the Agreement>>.

At this point [we] **OR** [I] am writing to you to inform you of the mentioned breach[es] of the Agreement provided that you may not be in breach[es] within <<insert time limit>>, by <<insert date>>, to rectify the breach[es] to your satisfaction as follows:

1. <<insert remedial action>>.
2. <<add further remedial actions>>.

Your failure to rectify the breach[es] within the time limit may result in [our] **OR** [my] claiming for damages [and termination of the Agreement] in accordance with [our] **OR** [my] right to do so under sub-Clause <<insert clause number>>].

[If you are, or have been, unable to rectify the breach[es] due to circumstances beyond your reasonable control, please contact us immediately in order to discuss said circumstances and we will endeavour to provide a mutually acceptable solution. If the circumstances are genuinely beyond your control, you will not be deemed to be in breach of the Agreement and no legal remedies will be sought.]

I look forward to hearing from you and hope that, in both our interests, we can resolve this matter quickly without the need for legal remedies.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<Company Name>>]