

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

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

**RE: NOTICE OF BREACH OF CONTRACT - UNDISCLOSED CANDIDATE  
ENGAGEMENT**

Dear [Recipient Name],

This letter serves as formal notice that [Recipient Company Name] is in breach of the [Agreement Name/Contract Title] executed on [Date].

It has come to our attention that [Recipient Company Name] has engaged or hired [Candidate Name] for the position of [Job Title] on or about [Hiring Date]. This candidate was formally introduced to you by [Your Company Name] on [Introduction Date] via [Email/Portal/Submission Method].

Under Section [Number] of our Agreement, [Recipient Company Name] is prohibited from hiring or engaging any candidate introduced by us for a period of [Number] months without the payment of the agreed-upon placement fee. By bypassing our firm and engaging this candidate directly without notification or payment, you have violated the terms of our contract.

To remedy this breach, we require payment of the placement fee in the amount of \$[Amount], representing [Percentage]% of the candidate's first-year compensation, as stipulated in the Fee Schedule of our Agreement.

Please remit payment within [Number] business days of receipt of this letter. Failure to resolve this matter within the specified timeframe will result in further legal action to protect our interests and recover the outstanding debt, including 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]