

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

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: NOTICE OF BREACH OF TERMS OF BUSINESS

Dear [Client Name],

We are writing to formally notify you that you are currently in breach of the Terms of Business agreement signed on [Date of Agreement].

The specific breach relates to: [Provide detailed description of the breach, e.g., non-payment of invoice #123, failure to provide necessary documentation, unauthorized use of intellectual property].

Under section [Section Number] of our agreement, you are required to [Describe the specific obligation]. To remedy this situation, we require you to take the following action(s) by [Deadline Date]:

- [Action Item 1]
- [Action Item 2]

Failure to rectify this breach within the specified timeframe may result in further action, including but not limited to the suspension of services, termination of the agreement, or legal proceedings as outlined in our contract.

If you have already taken steps to address this matter, or if you believe this notice has been sent in error, please contact [Name/Department] immediately at [Phone Number/Email].

We value our business relationship and hope to resolve this matter promptly.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]