

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

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

RE: NOTICE OF BREACH OF CONTRACT AND INTENT TO SUE

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the contract titled "[Name of Contract]" signed on [Date of Agreement].

Specifically, you have failed to perform the following obligations as outlined in Section [Section Number] of the agreement:

- [Describe first breach detail]
- [Describe second breach detail, if applicable]

To date, these actions have resulted in damages to [Your Name/Company Name] in the amount of \$[Dollar Amount].

DEMAND FOR CURE:

I hereby demand that you remedy these breaches by [Specific Action Required] no later than [Deadline Date]. Additionally, I demand payment in the amount of \$[Amount] to compensate for losses incurred due to this delay.

INTENT TO SUE:

Failure to remedy the aforementioned breach or contact the undersigned to arrange a settlement by the deadline stated above will result in immediate legal action. I have prepared to file a formal lawsuit in [Name of Court/Jurisdiction] to recover all owed funds, damages, interest, and legal fees associated with this matter.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]