

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[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 [Recipient Company Name] is in breach of the contract titled "[Name of Agreement]," dated [Date of Contract] (the "Agreement").

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

[Describe the breach in detail, e.g., failure to pay, failure to deliver goods, or missed deadlines].

As a result of this breach, [Your Company Name] has suffered damages in the amount of \$[Amount].

Demand is hereby made that you remedy this breach by [Action required, e.g., making full payment or completing delivery] no later than [Deadline Date, e.g., 10 days from receipt of this letter].

If this matter is not resolved by the aforementioned date, I have authorized legal counsel to initiate formal litigation against you and your company to recover the full amount owed, along with interest, legal fees, and any other damages permitted by law. We will also seek all available equitable remedies.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]