

Date: [Insert Date]

To:

[Name of Contact Person]

[Company Name of Contractor]

[Street Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF CONTRACT - UNAUTHORIZED SUBCONTRACTING

Dear [Name of Contact Person],

This letter serves as formal notice that you are in breach of the agreement dated [Insert Date of Contract] (the "Agreement") regarding [Insert Project Name/Brief Description of Services].

Specifically, it has come to our attention that you have subcontracted [Describe specific tasks or portions of work] to [Name of Subcontractor] without obtaining prior written consent from [Your Company Name].

Pursuant to Section [Insert Section Number] of the Agreement, subcontracting any portion of the work is strictly prohibited without our express written approval. Your failure to obtain this approval constitutes a material breach of the contract terms.

To remedy this breach, we require that you take the following actions by [Insert Deadline Date]:

- Immediately cease all work being performed by unauthorized third parties.
- Provide a detailed report of all work completed by the subcontractor to date.
- [Optional: Request a formal proposal for the subcontractor for review, or demand that the contractor resume the work personally.]

Failure to cure this breach or provide a satisfactory response by the date mentioned above may result in further legal action, including but not limited to, the immediate termination of the Agreement and a claim for damages.

We reserve all rights and remedies available to us under the Agreement and applicable law.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]