

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

[Contractor Name]
[Contractor Company Name]
[Contractor Address]
[City, State, Zip Code]

RE: NOTICE TO CEASE AND DESIST UNAUTHORIZED SUBCONTRACTING

Dear [Contractor Name],

This letter serves as formal notice regarding your performance under the agreement dated [Agreement Date] for [Description of Project/Services].

It has come to our attention that you have engaged subcontractors, specifically [Name of Subcontractor, if known], to perform work on this project without obtaining prior written consent from [Your Company Name].

Pursuant to Section [Section Number] of our contract, subcontracting any portion of the work is strictly prohibited without express written approval. This unauthorized action constitutes a material breach of our agreement.

You are hereby directed to:

- Immediately cease and desist all unauthorized subcontracting activities.
- Remove all unauthorized personnel from the job site immediately.
- Provide a full written accounting of all work performed by unauthorized parties to date.

Failure to comply with this notice and resume performance using only authorized personnel by [Deadline Date] will result in further legal action, which may include immediate termination of the contract for cause and a claim for damages.

Please confirm in writing by [Date] that you have complied with these demands.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]