

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

RE: NOTICE OF DEFAULT - Unauthorized Subcontracting

Dear [Recipient Name],

This letter serves as formal notice that you are in default of the agreement titled "[Contract Name/Reference Number]" dated [Original Contract Date] between [Your Company Name] and [Recipient Company Name].

According to Section [Insert Section Number] of our Agreement, subcontracting any part of the services or obligations is strictly prohibited without prior written consent from [Your Company Name].

We have become aware that you have subcontracted the following tasks: [List tasks/services] to [Name of Unauthorized Subcontractor] without obtaining the required authorization.

This unauthorized delegation of duties constitutes a material breach of our contract. You are hereby required to:

- Immediately cease the use of any unauthorized subcontractors for the performance of this contract.
- Provide written confirmation within [Number] days that all work has been brought back in-house or is being performed by authorized personnel.
- Provide a detailed report of all work completed by the unauthorized party to date.

Failure to remedy this default by [Cure Deadline Date] may result in further legal action, including but not limited to, the immediate termination of the Agreement for cause and seeking damages incurred as a result of this breach.

We expect your prompt cooperation in resolving this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]