

DATE: [Insert Date]

TO:

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

FROM:

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

RE: NOTICE OF UNAUTHORIZED SUBCONTRACTING AND DEMAND TO CURE BREACH

Dear [Name of Contractor Representative],

This letter serves as formal notice regarding your performance under the contract titled "[Contract Title/Reference Number]" dated [Contract Date] (the "Agreement").

It has come to our attention that you have subcontracted portions of the work to [Name of Unauthorized Subcontractor] without obtaining prior written consent from [Your Company Name]. This action constitutes a direct violation of Section [Insert Section Number] of the Agreement, which states that [briefly quote or paraphrase the anti-subcontracting clause].

The unauthorized subcontracting specifically involves: [Description of work being performed by the unauthorized party].

DEMAND TO CURE:

Pursuant to the terms of the Agreement, we hereby demand that you cure this breach within [Number] business days from the receipt of this notice. To cure this breach, you must:

1. Immediately cease all work being performed by [Name of Unauthorized Subcontractor].
2. Provide written confirmation that your own qualified personnel have resumed the performance of these services.
3. [Optional: Request a formal proposal for the subcontractor if you are willing to consider them retroactively].

Failure to cure this breach within the specified timeframe will result in [Your Company Name] exercising its legal rights under the Agreement, which may include, but are not limited to, withholding payment, seeking liquidated damages, or formal termination of the Agreement for cause.

Please acknowledge receipt of this letter and provide your written plan for remediation by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]