

**DATE:** [Insert Date]

**TO:**

[Name of Maintenance Company]

[Address]

[City, State, Zip Code]

**RE: NOTICE OF CONTRACT BREACH - REGULATORY NONCOMPLIANCE**

Dear [Contact Name or Department],

This letter serves as formal notice that [Name of Maintenance Company] is in breach of the Elevator Maintenance Agreement dated [Contract Date] regarding the property located at [Property Address].

Specifically, the following elevator equipment is currently in violation of local regulatory standards and safety codes:

- **Equipment ID/Location:** [Insert ID or Elevator Number]
- **Nature of Noncompliance:** [e.g., Expired inspection certificate, failed safety test, missing required logs]
- **Regulatory Authority:** [e.g., Department of Buildings / State Safety Board]
- **Violation Reference Number:** [Insert Number if applicable]

Under the terms of our agreement, it is your responsibility to ensure that all equipment is maintained in compliance with all applicable laws, ordinances, and safety regulations. Your failure to address these requirements has resulted in [e.g., fines, equipment shutdown, safety hazards].

**Required Action:**

You are hereby requested to cure this breach within [Number] business days of receipt of this letter by performing all necessary repairs, inspections, or filings required to bring the equipment into full regulatory compliance.

Failure to remedy this situation within the specified timeframe will result in further action, which may include termination of the contract for cause, withholding of payment, or legal action to recover costs and penalties incurred.

Please provide written confirmation once the compliance issues have been resolved.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]

[Phone Number]