

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

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

**RE: NOTICE OF CONTRACT BREACH - FAILURE TO PERFORM SCHEDULED
HVAC MAINTENANCE**

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of our agreement dated [Contract Date] regarding the maintenance services for the HVAC system located at [Property Address].

According to the terms of the contract, specifically Section [Section Number], you were required to perform [Type of Service, e.g., Seasonal Tune-up/Annual Inspection] by [Agreed Upon Deadline Date]. As of today, this service has not been completed.

The delay in maintenance poses a risk to the efficiency of the equipment and may void manufacturer warranties. Please consider this a formal demand to cure this breach by performing the required services no later than [New Firm Deadline Date].

Failure to resolve this matter within the specified timeframe will leave me with no choice but to pursue further action, which may include termination of the contract for cause, seeking a refund for prepaid services, or hiring a third-party contractor to perform the work at your expense.

Please contact me immediately at [Your Phone Number] to schedule the service visit.

Sincerely,

[Your Signature]
[Your Printed Name]