

**Date:** [Insert Date]

**To:** [Contact Name]  
[Janitorial Company Name]  
[Address Line 1]  
[Address Line 2]

**RE: NOTICE OF CONTRACT BREACH - SUBSTANDARD PERFORMANCE**

Dear [Contact Name],

This letter serves as formal notice that [Janitorial Company Name] is in breach of the service agreement dated [Agreement Date] regarding the janitorial services for [Facility Name/Location].

Specifically, your performance has been deemed substandard due to the following unresolved issues:

- [Description of Issue 1, e.g., Failure to clean restrooms daily]
- [Description of Issue 2, e.g., Failure to empty trash receptacles]
- [Description of Issue 3, e.g., Unmet dusting and floor maintenance standards]

Under Section [Insert Section Number] of our agreement, you are required to maintain specific cleaning standards. Previous verbal and written warnings issued on [Dates of Previous Warnings] have not resulted in the necessary improvements.

You are hereby granted [Number of Days, e.g., 5] business days from the receipt of this letter to cure these breaches and bring all services up to the contracted standards. Failure to rectify these deficiencies within this timeframe will result in further action, which may include withholding payment, hiring a third-party service at your expense, or immediate termination of the contract.

Please contact me immediately to confirm your receipt of this notice and your plan for remediation.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]