

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landscaping Company Name]
[Contact Person Name]
[Company Address]
[City, State, Zip Code]

RE: Notice of Breach of Contract - [Project Name/Contract Number]

Dear [Contact Person Name],

I am writing this letter to formally notify you that [Landscaping Company Name] is in breach of the contract signed on [Date of Contract] regarding the landscaping services for my property located at [Service Address].

According to the terms of our agreement, your company was required to perform the following services: [List specific tasks, e.g., lawn installation, tree removal, hardscaping].

As of [Current Date], you have failed to fulfill the obligations of the contract in the following manner(s):

- [Describe failure 1: e.g., Failure to complete the project by the agreed deadline of Date]
- [Describe failure 2: e.g., Substandard workmanship regarding the retaining wall]
- [Describe failure 3: e.g., Failure to show up for scheduled service dates]

This failure to perform constitutes a material breach of our contract. Under the terms of our agreement and local laws, I am requesting that you remedy these breaches by [Date for Completion/Correction] by taking the following actions: [List specific corrective actions needed].

If you fail to rectify these issues or complete the work as agreed by the date mentioned above, I will have no choice but to terminate our contract and pursue legal remedies, which may include seeking a refund of payments made or hiring a third party to complete the work at your expense.

Please contact me by [Date] to confirm how you intend to resolve this matter immediately.

Sincerely,

[Your Signature]

[Your Printed Name]