

Date: [Insert Date]

To:

[Name of Security Agency Representative]

[Security Agency Name]

[Agency Address]

RE: NOTICE OF CONTRACT BREACH - UNFULFILLED STAFFING LEVELS

Dear [Representative Name],

This letter serves as formal notice that [Security Agency Name] is in breach of the security services agreement dated [Date of Contract] regarding the property located at [Property Address].

According to the terms of our agreement, specifically Section [Insert Section Number], your agency is required to provide [Number] guards per shift. However, the following staffing deficiencies were recorded:

- **Date:** [Insert Date] - **Shift:** [Insert Shift] - **Deficiency:** [e.g., 2 guards short / No-show]
- **Date:** [Insert Date] - **Shift:** [Insert Shift] - **Deficiency:** [e.g., 1 guard short]

These unfulfilled positions have left the property vulnerable and constitute a material breach of contract. This lack of coverage creates significant safety and liability risks for our residents, staff, and physical assets.

Required Action:

We demand that you remedy this breach immediately by ensuring all future shifts are fully staffed as per the contract. Furthermore, please provide a written explanation for these failures and a credit to our next invoice for the hours not served by [Insert Date].

Failure to maintain the mandated staffing levels moving forward will result in further action, which may include contract termination for cause and the pursuit of legal remedies.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company/Property Name]