

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

**RE: NOTICE OF CONTRACT BREACH - UNAUTHORIZED SUBCONTRACTOR USAGE**

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] has identified a breach of the Agreement dated [Date of Agreement] between [Your Company Name] and [Recipient Company Name] (the "Agreement").

Specifically, it has come to our attention that your company has engaged the following subcontractor(s) to perform services related to [Project Name/Contract Description] without obtaining prior written consent as required under Section [Section Number] of the Agreement:

- [Name of Unauthorized Subcontractor]

The unauthorized delegation of duties constitutes a material breach of our contract. Our records indicate that no formal request for subcontracting was submitted, nor was approval granted by [Your Company Name].

To remedy this breach, we require that you take the following actions by [Deadline Date]:

1. Immediately cease all work being performed by the unauthorized subcontractor.
2. Provide a detailed report of all tasks completed by said subcontractor to date.
3. Submit a formal request for subcontracting for our review, or reassign the work to your internal staff as per the original Agreement.

Failure to cure this breach or provide an acceptable explanation within [Number] days may result in further action, including contract termination or legal proceedings to protect our interests.

Please acknowledge receipt of this letter and provide your written response by [Response Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]