

Breach of Contract Notice Form Sample

Date: _____

To:

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

From:

[Your Name/Company Name]
[Your Address]
[City, State, ZIP Code]

Subject: Notice of Breach of Contract and Remedy Demand

Dear [Recipient Name],

This letter serves as formal notice that you are in breach of the contract dated **[Contract Date]** between **[Your Name/Company Name]** and **[Recipient Name/Company Name]** (the "Contract").

Description of Breach:

[Clearly describe the nature of the breach, including specific terms/sections violated and dates, if applicable.]

Remedy Demand:

Pursuant to the terms of the Contract, you are hereby required to remedy the above-mentioned breach by **[date for remedy, e.g., within 10 business days of receipt of this notice]**. Specifically, you must:

[List specific actions required to cure the breach.]

Failure to cure this breach within the specified time frame may result in further legal action, including but not limited to, the termination of the Contract and/or a claim for damages.

Please regard this letter as a demand for prompt and full compliance. Should you have any questions or require further clarification, contact me at [Your Phone Number/Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position, if applicable]

Date Sent: _____

This **breach of contract notice form sample** provides a clear template to formally notify a party of contract violations while including a specific remedy demand. It ensures legal clarity and outlines the necessary steps to resolve disputes efficiently. Using this form helps protect your rights and facilitates effective contract enforcement.