

Legal Notice for Breach of Contract

This **legal notice form** sample for breach of contract provides a clear template to formally address contract violations. It helps ensure that all necessary details are included to protect your legal rights. Use this sample to communicate your claim effectively and seek resolution.

From:

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Contact Number]
[Email Address]

To:

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

Date:

[Insert Date]

Subject: Legal Notice for Breach of Contract

Dear [Recipient's Name],

I am writing to formally notify you regarding the breach of contract dated [Contract Date], entered into between [Your Name] and [Recipient's Name] concerning [brief description of contract].

It has come to my attention that you have failed to fulfill the following terms and conditions as agreed upon in the said contract:

1. [Specify the breached terms/clauses]
2. [Describe the nature of the breach]

The above actions/inactions constitute a material breach as defined in the agreement. As a result, I hereby request that you remedy the breach by [specific action required] within [number of days, e.g., 15 days] from the date of receipt of this notice.

Failure to do so will compel me to pursue appropriate legal remedies as available under the law, including but not limited to claiming damages, terminating the contract, and seeking recovery of legal costs.

Kindly treat this matter with utmost urgency.

Sincerely,

[Your Name]
[Your Signature, if sending hard copy]