



## Notice of Breach of Contract

[Form of notice, e.g., Registered Mail (or) Certified Mail]

[Date]

[Name of recipient – breaching party]

[Street address]

[City, State, Zip]

Attention: [Name of individual or department, e.g., General Counsel, Legal Department, President]

Re: [name of subject contract] dated [date] between [name of party] and [name of party]

### Notice of Breach

Dear [name]:

Please be advised that [name of breaching party] is in breach of the [name (or description) of agreement] dated [date] between [name of party sending the notice] and [name of breaching party] (the "Agreement").

[Name of breaching party] is in breach of the Agreement based upon [provide sufficient description of the breach, e.g., its failure to deliver to us the 1000 units by June 1, 2016, as required in Section 4 of the Agreement; failed to timely pay our invoice #1234 dated June 1, 2016; etc.].

[Name of party sending the notice] therefore demands [description of action or relief being sought based upon the subject breach, e.g., that [name of breaching party] cure the aforementioned breach within [number of days for cure provided by the agreement, e.g., thirty (30) days], on or before [date cure period expires].

The Agreement shall be terminated immediately and automatically upon the expiration of this notice period unless the breach has been timely cured by [name of breaching party], [*if provided for in the subject agreement, add: without further notice or action by [name of party sending the notice]*]. Termination shall be in addition to any other remedies that may be available to [name of party sending the notice].

Very truly yours,

[name],

[title], [name of party sending the notice]