

[Print or e-mail address]

<<Recipient's Name>>
<<Company / Business Name (if applicable)>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Contract

[We] OR [I] refer to the between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>> of <<insert brief description of Agreement>> (the "Agreement").

You have failed to comply with your obligations under the terms of the Agreement in respect of the matters listed below:

1. Under Clause <<insert number of clause>> you are obliged to <<insert details of obligation>>. You have failed to comply with this obligation in accordance with the terms of the Agreement <<insert details of breach>>.

[<<Add further details and/or consequences of breach>> required>>]

2. As a result of your failure to comply with the terms of the Agreement in this respect, [we] OR [I] have suffered loss and incurred costs. The extent of the damages that [we] OR [I] have suffered is known, but will take into account the full extent of [our] OR [my] loss.

<<Insert details of costs, damages and/or economic loss>>

3. [We] OR [I] [are] OR [am] claiming compensation from you for a breach of the Agreement on the grounds that the damages caused by your breach will continue to be caused by you unless you take immediate measures to prevent our suffering further loss. We hereby require that you take such measures or to remedy the continuing breach of the Agreement as follows:

<<Insert details of remedial measures and/or time limits>>

4. [We] OR [I] should stress that the above measures will not diminish or affect our claim for damages caused by your breach. If you fail to take these measures to remedy your breach of the Agreement, the damages claimed will be significantly increased.

5. [The breach of contract described above is of a fundamental nature that it constitutes a repudiation of the Agreement and [we] OR [I] [are] OR [am] accordingly treating the Agreement as terminated with immediate effect.]

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<insert name of Party 1>>]