

[Print or e-mail address]

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

<<Date>>

Dear <<Recipient's Name>>,

Breach of Contract / Breach of Action

Under a contract between <<insert name of Party 1>>, dated <<insert date of Agreement>> (the "Agreement"), your obligation(s)>>.

<<insert name of Party 2>>,
<<insert brief description of breach of contract / details of relevant breach>>.

I am writing to inform you that as of <<insert date>> you have failed to comply with the following obligations under the Agreement:

<<insert description of breach>>.

1. Under Clause <<insert number of clause>> you have failed to carry out this obligation.
2. <<add further breaches if relevant>>.

<<insert description of breach>>. You have failed to <<insert description of failure>>.

[Despite [our] **OR** [my] previous notification, <<insert date of notification>> good your failure [,nor have you informed us of any circumstances beyond your reasonable control that may explain your failure to perform your obligations under the Agreement].]

<<insert description of breach>>] you have not made any circumstances beyond your reasonable control that may explain your failure to perform your obligations under the Agreement.

[We] **OR** [I] have considered the notification by you of your obligations under the Agreement terminated as a result of your conduct. **OR** [my] solicitors as to the remedies available to them in due course.

<<insert description of breach>> that your failure is a repudiation of the Agreement. [I] consider the Agreement terminated. **OR** [am] taking advice from [our] solicitors and you will be hearing from them in due course.

Yours sincerely,

<<Name & Title>>
For and on behalf of <<Company / Business Name>>