

[Print of Address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Contract Breach Notice

Under a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>>, the description of Agreement>> (the "Agreement"), you are required to <<insert details of relevant obligation(s)>> [by <<insert details of time period>>].

I am writing to remind you that <<insert details of obligation(s)>> [we] OR [I] [are] OR [am] of the view that very little time remains for you to complete <<insert details of obligation(s)>> must be completed on time in order to avoid you being in breach of the Agreement.

If you are unable to render performance within the circumstances beyond your reasonable control, please contact us immediately in order to discuss said circumstances and to agree upon a mutually acceptable solution. If the circumstances are genuinely beyond your control, you will not be deemed to be in breach of the Agreement.

I look forward to hearing from you and hope that, in both our interests, we can resolve this matter quickly without the need for legal remedies.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<Company Name>>]