On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Notice of Breach of [NAME OF AGREEMENT]**

Dear [ADDRESSEE],

Reference is made to the [NAME OF AGREEMENT], dated [DATE], between [PARTY 1] and [PARTY 2] (the “**Agreement**”). Unless otherwise defined, capitalized terms in this letter shall have the meanings assigned in the Agreement.

This letter serves to address your failure to adhere to the notice requirements under Section [NUMBER] of the Agreement. Specifically, you were required to [*DESCRIBE NOTICE OBLIGATION, e.g., provide written notice or complete specific steps by a specified deadline*], which has not been fulfilled as of [DATE].

To remedy this, we require that you:

* [*SPECIFIC ACTION TO REMEDY FAILURE, e.g., submit the required notice/documentation by [DATE]*].

Failure to address this breach may result in [*specific consequence, e.g., the suspension or termination of the Agreement, pursuit of remedies as outlined in the Agreement, or legal action*].

Please direct any questions to [NAME], [TITLE], at [EMAIL ADDRESS] or [PHONE NUMBER].

This letter is issued without prejudice to any of our rights or remedies, which we expressly reserve.

Yours truly,

[PARTY 1]

By: ............................................

Name: [NAME]

Title: [TITLE]