[DATE]

[NAME AND ADDRESS]

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

Dear [ADDRESSEE],

Reference is made to the [NAME OF AGREEMENT] (as amended from time to time) (the “**Agreement**”), dated [DATE], between [NAME] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”). Unless otherwise defined in this letter, capitalized terms have the meanings assigned to them in the Agreement.

In accordance with Section[s] [NUMBER(S)] of the Agreement, we hereby notify you that you are in material breach of Section[s] [NUMBER(S)] of the Agreement and have failed to fulfill your obligations as required. Specifically, on [DATE], [*Explanation of breach*].

We hereby demand that you immediately take the following steps to remedy the breach

* [*STEPS TO CURE*].

Moreover, we hereby notify you, pursuant to Section[s] [NUMBER(S)], that if you fail to cure the material breach on or before [DATE], we will terminate the Term of the Agreement[, along with any related Scopes of Work/Purchase Order[s]/Work Authorization[s]/Supplement[s]/Schedule[s]]. effective as of [DATE]].

Please direct any questions to [NAME], [TITLE], [COMPANY], at [EMAIL ADDRESS].

This notice is issued without prejudice to any of our rights, powers, privileges, remedies, or defenses, whether existing now or arising in the future, all of which are expressly reserved.

Yours truly,

[LEGAL NAME OF NOTIFYING PARTY]

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

Name: [NAME]

Title: [TITLE]