[DATE]

[NAME AND ADDRESS]

**Notice of Failure to Meet Contractual Obligations under [NAME OF AGREEMENT]**

Dear [ADDRESSEE],

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

We are writing to notify you of a failure to meet your obligations under Section [NUMBER] of the Agreement. Specifically, [*DESCRIPTION OF FAILURE, e.g., missed deadlines, non-delivery of goods, or inadequate performance*] on or about [DATE] has [*DESCRIBE IMPACT, e.g., caused delays, disrupted operations, or breached service levels*].

To remedy this issue, we require that you:

1. [*SPECIFIC ACTION REQUIRED, e.g., complete the required performance, submit the overdue deliverables, or provide an explanation and corrective plan*].
2. Confirm in writing by [DATE] that the necessary actions have been taken to fulfill your obligations.

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

This notice is issued without prejudice to any of our rights or remedies, all of which are expressly reserved.

Yours truly,

[LEGAL NAME OF YOUR PARTY]

By: …………………………..

Name: [NAME]

Title: [TITLE]