[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Notice to Remedy Breach of Contract**

Dear [PARTY 2],

1. This letter concerns our agreement with you, dated [DATE], under which [*INSERT* *DESCRIPTION OF AGREEMENT*] (the “**Agreement**”) was established. A copy of the Agreement is attached for reference.
2. Unless otherwise defined in this letter, terms used shall have the same meaning as set out in the Agreement.
3. This letter serves as notification of a breach[*/breaches*] of the Agreement and outlines the steps that we require you to take to remedy the breach.
4. Under the Agreement, you agreed to [*DETAIL CONTENT OF RELEVANT TERMS*].
5. [A breach has]/[Breaches have] occurred as follows: [*INSERT DETAILS OF BREACH*].
6. As a result of your breach[es], we have suffered loss. The full extent of this loss is not yet known or quantified but may include [*DETAIL POTENTIAL LOSS*]. We are currently considering the appropriate course of action. We may terminate the Agreement under Section [NUMBER] if the breach[es] is/are not remedied within [NUMBER] days of your receipt of this notice. We may also take the action specified in Section [NUMBER] of the Agreement such as [*IDENTIFY OTHER POSSIBLE ACTION*].
7. To minimize our losses and avoid further action, please ensure the following outcomes are achieved by the specified deadlines:

|  |  |  |  |
| --- | --- | --- | --- |
| Breach | Relevant Terms | Required Remedy | Deadline |
| Failure to pay [AMOUNT] by [DATE] | Section [NUMBER] | Payment of [AMOUNT] to Account [NUMBER], Sort Code [SORT CODE] | [DATE] |
| [*INSERT DETAILS OF BREACH*] | Section [NUMBER] | [REQUIRED PERFORMANCE] | [DATE] |

1. In the meantime, and without prejudice to any of our rights, we will [*SUGGEST PROPOSED INTERIM ACTION*]. This action aims to minimize loss to either party during this uncertain period.
2. At this stage, we do not affirm or terminate the Agreement, nor waive any rights. We reserve all our rights and remedies in relation to any breach. Further action may be taken, whether or not the [*breach[es] is/are*] remedied.
3. Please acknowledge receipt of this notice by signing and returning the enclosed copy no later than [DATE].
4. Please also provide us with your full response, detailing the actions you have taken and will take to remedy the breach[es]. If you disagree with any part of this letter, please identify the points of disagreement and provide your reasons. We should receive your response no later than [DATE].

Yours faithfully,

……………………………………………………….

[NAME OF SENDER]

Acknowledgment of Receipt

Signed: ……………………………………………..

[NAME OF RECIPIENT]

Date: …………………………………………….....