[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Notice of breach 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 hereby notify you of a breach of warranty under Section [NUMBER] of the Agreement. Specifically, on [DATE], we discovered [*DESCRIPTION OF BREACH, e.g., defective goods, non-conforming services, or inaccurate representations in breach of the warrant*y].

This breach has resulted in [*specific damages or consequences, e.g., additional costs, loss of revenue, operational delays]*. In accordance with the terms of the Agreement, we require that you:

1. [*SPECIFIC REMEDY, e.g., replace or repair the defective goods, re-perform the non-conforming services, or compensate us for damages incurred*].

2. Provide a detailed explanation of the cause of the breach and the steps you will take to prevent similar breaches in the future, no later than [DATE].

Failure to address this matter promptly may result in further action, including seeking damages and other remedies available under the Agreement and applicable law.

Please direct any questions or provide your response 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.

[SIGNATURE PAGE TO FOLLOW]

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]