[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 the restrictive covenant set out in Section [NUMBER] of the Agreement. Specifically, [*DESCRIPTION OF BREACH, e.g., engaging in prohibited competition, soliciting restricted clients or employees, or disclosing protected information*] on or about [DATE].

This breach violates the terms of the Agreement and has caused or is likely to cause *[specific consequences, e.g., financial loss, reputational harm, or damage to our business interests]*. In accordance with the Agreement, we require that you:

1. Immediately cease and desist from [PROHIBITED CONDUCT].
2. Provide written confirmation by [DATE] that you have ceased the prohibited activity and will comply with the restrictive covenant going forward.
3. Provide a detailed explanation of the circumstances leading to the breach, along with steps you will take to ensure compliance in the future.

Failure to remedy this breach promptly may result in further action, including seeking injunctive relief, damages, or 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]