

[Date]

[Recipient's Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

CONTRACT TERMS VIOLATION NOTICE

Dear Sir,

You have entered into a [insert name of the agreement] dated [insert date] for [insert purpose of the Agreement]. However, we regret to inform you that by [insert description of the act causing breach], you have not been able to abide by the terms and conditions of the Agreement. Specifically, you are in breach of the following terms of the Agreement:

1. [insert clause number/name]
2. [insert clause number/name]
3. [insert clause number/name]

We are, therefore, serving you with this notice of breach of the contract terms. Please note that if the breach as narrated above is not rectified within [insert number] days of the receipt of this Notice by you, we shall, in accordance with [insert Clause of the Agreement] of the Agreement, terminate the Agreement forthwith, without any obligation notify you of such termination.

You are, therefore, requested to rectify the breach within [insert number] days of the receipt of this Notice by you, and are also requested to abide by the terms and conditions of the Agreement in future in order to save inconvenience for yourself, and us, failing which, you shall be solely responsible for the consequences, including but not limited to the termination of the Agreement.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]