To,

[Name of Recipient]

[Designation of Recipient]

[Recipient Company Name]

Date:

**Subject: Notification Letter for Breach of Agreement**

Dear Mr./Mrs.[name of Recipient],

I am writing this letter to notify you that the agreement for [mention the agreement name and details] which was signed between your company, [recipient company name] and our company, [sender company name] as on [mention date of signing of agreement] has been breached.

On our initial investigations, we found out that the [mention term or clause of the contract that has been breached] has been breached on your part. We are still investigating this matter and will let you know about the further proceedings.

I request you to take this matter into consideration on your own as well. For further queries, feel free to contact our legal support team.

Looking forward for your positive response.

Sincerely,

[Sender Name]

[Sender Address]

[Sender Contact Details]

[Sender Signature]