

Business Contracts



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GIVING NOTICE OF BREACH OF AGREEMENT DEMANDING CORRECTIVE ACTION

December 2, 2003

<<Company>>
<<Address1>>
<<Address2>>
<<City>>, <<State>> <<PostalCode>>
Phone <<WorkPhone>> - Fax <<Fax>>

Re: Our Agreement

Dear <<CustSalutation>> <<CustLastName>>,

The purpose of this letter is to give formal notice of your breach of our Agreement << Insert the title of the contract or agreement which was breached >>, dated <<Insert date of contract>>.

Specifically, you are in breach of paragraph << Insert Paragraph Breached here >> of the Agreement, which provides that << Insert what was breached >>.

Please be advised that if << Insert corrective action that must be done >>, I will have no choice but to refer this matter to legal counsel for

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