

Breach of Contract Notice

[Your Name]
[Company Name]
[Address]
[City, State, Zip]

[Date of Letter]

[Recipient's Name]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's Name],

I am hereby giving you notice that I am canceling my contract with you that is dated [xx/xx/xxxx] for the sale of the following items:
[List out in detail the items that are included in the contract.]

You breached our contract on [xx/xx/xxxx] in the following way.
[Specifically describe the terms that breached the contract.]

Due to this breach of contract as clearly stated above I am cancelling my entire contract with you effective immediately for the delivery of the above stated items on [xx/xx/xxxx] and for any future deliveries.

Please call me as soon as possible at the number found above to make arrangements to pick up the defective items that were delivered on [xx/xx/xxxx].

Best regards,

[Sign here]

[Type Name]

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