

# Legal Notice

From:

[Your Name / Company Name]

[Your Address Line 1]

[Your Address Line 2]

[City, State, ZIP Code]

To:

[Recipient's Name / Company Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

[City, State, ZIP Code]

Date: [Insert Date]

## **Subject: Legal Notice for Breach of Service Agreement**

Dear Sir/Madam,

This legal notice is hereby issued to inform you that you have breached the terms and conditions stipulated in the Service Agreement dated [Insert Agreement Date], entered into between [Your Name/Company] and [Recipient's Name/Company].

The breach pertains to the following:

[Specify the nature of the breach with details]

As per the agreement, you were obligated to:

[State the obligation(s) under the service agreement]

However, you have failed to perform the aforementioned obligations resulting in:

[Describe consequences or damages suffered due to breach]

In view of the above, you are hereby called upon to rectify the breach and fulfil your obligations within [Specify number of days, e.g., 15 days] from the date of this Notice, failing which [Your Name/Company] will be compelled to initiate appropriate legal proceedings against you at your entire risk, costs, and consequences.

Please treat this notice as final and take immediate steps to comply.

Yours faithfully,

[Your Name/Authorized Signatory]

[Your Designation, if any]

[Your Company Name, if any]