

From:
[Your Name]
[Your Address]
[City, State, ZIP]

To:
[Partner's Name]
[Partner's Address]
[City, State, ZIP]

Date: [Date]

Subject: Legal Notice for Breach of Partnership Agreement

Dear [Partner's Name],

I am writing this legal notice to bring to your attention certain violations and breaches of the terms and conditions stipulated under the Partnership Agreement dated [Agreement Date], entered into between us concerning [mention nature of partnership/business].

It has come to my notice that you have breached the following clauses of the agreement:

[Specify clause numbers and describe the breach/es briefly]

As a result of the aforesaid breaches, our partnership has sustained material and reputational damages. I hereby demand that you cease and desist from such breaches and take immediate corrective action, including but not limited to:

[List corrective or remedial actions]

Please treat this letter as a formal legal notice. Should you fail to remedy the above within [number of days, typically 15–30] days from receipt of this notice, I shall be constrained to initiate appropriate legal proceedings against you at your sole risk as to costs and consequences.

This notice is being sent to you without prejudice to my rights and remedies as available under law and the said Partnership Agreement.

Yours sincerely,

[Your Name]
[Contact Details]