

Legal Notice Outline: Supplier Contract Dispute

I. Sender Information

- Full Name / Organization
- Address
- Contact Number
- Email Address
- Date

II. Recipient Information

- Supplier Name / Organization
- Address
- Attention: [Contact Person or Department]

III. Subject

Subject: Legal Notice regarding Contract Dispute â€” [Contract/Order Reference Number]

IV. Reference

- Title of Contract
- Contract Date
- Relevant Purchase Order(s) / Agreement(s)

V. Statement of Facts

- Outline timeline of events
- Key facts leading to dispute
- Reference communications or actions

VI. Breach / Dispute Details

- Identify clause(s) breached
- Specific nature of breach/dispute
- Impact or loss suffered

VII. Demand for Remedy

- Specific action required (e.g., payment, delivery, rectification)
- Timeline for compliance

VIII. Legal Consequences

- Potential legal action in case of continued non-compliance
- Mention of rights reserved

IX. Request for Response

- Deadline for response
- Preferred mode of communication

Yours sincerely,

[Sender's Name]

[Sender's Title/Position, if applicable]

[Organization, if applicable]

This is a sample outline. The actual content of a legal notice must be customized according to the contract and circumstances involved.