[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Hope you’re enjoying the beautiful weather.

I hope work is treating you well. The last time we met, I advised you to keep yourself updated with the market standards, rules and regulations. This will improve your performance at work and save you from any type of breach of contract.

When I started this business, I knew it will take a lot of perseverance and attention to details. I inspected the materials sent from you yesterday. I am sorry to say that I am not happy with the quality of the materials you have been using. I reviewed our contract which states the materials clearly. Hence, you are in a breach of the contract. As I have worked for years with you, I would like to warn you to avoid this practice. Non-compliance is a breach of the contract and can be legally challenged. Please make a note of this and I expect you will not repeat this mistake in future.

With thanks

Jessie