**PRE-BREACH LETTER**

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ATTENTION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **VENDOR NAME**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ADDRESS 1**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CITY, STATE ZIP**

SUBJECT: Notice of Breach of Contract **RFB/RFP/ISP NO.** \_\_\_\_\_\_\_\_ for **(COMMODITY OR SERVICE)**

Dear **ATTENTION** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter is to provide you notice that the specifications in this contract are not being satisfied.

Attached is the list of specifications as identified in the contract along with a description of each problem.

(insert details of the problem)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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Our expectation is that you will be in compliance with the contract specifications by **DATE** (\_\_\_ calendar days from the contract). Should you fail to remedy the contract specifications, the University has the right to terminate this Contract immediately.

Please respond in writing with your remedy for the above.

Sincerely,

Purchasing Agent

Tel: 608/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[agent@bussvc.wisc.edu](mailto:agent@bussvc.wisc.edu)

cc: bid jacket

Department contacts

**[NOTE TO TYPIST: pre-breach letter.doc]**