[DATE]

Contact Name

Address

Address2

Country

City/Province

Zip/Postal Code

**RE: NOTICE OF INTENT TO SELL UNFINISHED GOODS FOLLOWING BREACH OF CONTRACT**

Dear [CLIENT NAME],

It has come to our attention that you have breached contract. There were, however, several units of [PRODUCTS] intended for you under the contract we entered on [DATE], being produced in our plant.

It is not advisable that we finish to manufacture these units. Therefore, the purpose of this letter is to notify you that in the near future we intend to offer these unfinished units for sale. We will send you a notice when the specific time and date has been set for said sale.

We are under no obligation to do so but we are providing you with this notice out of good faith and transparency.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]