

**BREACH OF CONTRACT NOTICE**

[Prepared in accordance with **Zambian Contract Law**]

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**Date:** [Insert Date]

**Ref:** [Insert Reference Number, if applicable]

To:

**[Recipient's Full Name / Company Name]**

[Postal/Physical Address]

[Phone Number / Email]

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**From:**

**[Your Full Name or Law Firm Name]**

[Your Address]

[Phone Number / Email]

**Representing:** [Client's Name, if applicable]

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**SUBJECT: NOTICE OF BREACH OF CONTRACT**

Dear Sir/Madam,

We refer to the contract entered into between **[Your Name / Client's Name]** and **[Counterparty's Name]** dated **[Insert Date of Agreement]**, regarding **[brief description of the subject matter—e.g., provision of services, sale of goods, employment engagement, etc.]** (“the Agreement”).

It has come to our attention that you are in **material breach** of the said Agreement, contrary to the provisions therein and in violation of the laws of the Republic of Zambia. The specific breaches are outlined below:

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## A. PARTICULARS OF BREACH

1. **Nature of Breach:**

[Clearly describe the nature of the breach—e.g., failure to pay, non-delivery, wrongful termination, breach of clause X.]

2. **Relevant Clause Breached:**

Clause [insert clause number] – [insert clause heading, e.g., "Payment Terms", "Confidentiality", "Performance Obligations"]

3. **Date of Occurrence:**

[Insert date when the breach occurred or was discovered]

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## B. LEGAL BASIS & REFERENCE

This notice is issued pursuant to your obligations under the above-mentioned Agreement and under Zambian law, including but not limited to:

- **The Contracts Act, Cap. 149**
- **The Companies Act No. 10 of 2017**
- **The Employment Code Act No. 3 of 2019** (if employment-related)
- **General principles of contract law as recognized under common law**

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## C. DEMAND FOR REMEDY

We hereby demand that you remedy the said breach by:

# PC | LP

- [e.g., making full payment of ZMW [amount] within [7/14] days]
- [e.g., delivering the contracted goods/services by (date)]
- [e.g., reinstating the employment contract pending lawful procedures]

Should you fail to remedy the breach within **[number of days, e.g., 7 or 14] days** from the date of this notice, our client reserves the right to pursue any and all remedies available under the Agreement and applicable *Zambian law*, including but not limited to:

- **Damages** for loss suffered
- **Termination** of the Agreement under clause [insert clause number]
- **Injunction** or **specific performance**, where applicable
- **Commencement of legal proceedings** in the appropriate forum

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## D. GOVERNING LAW & DISPUTE RESOLUTION

Please be advised that the Agreement is governed by the laws of the **Republic of Zambia**, and any unresolved dispute may be referred to:

- The **Industrial Relations Court** (where labour is concerned)
  - **Civil jurisdiction of the Subordinate Court or High Court** (depending on the value of the claim)
  - **Arbitration**, if so provided in the Agreement
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**E. CONFIDENTIALITY NOTICE**

This communication is confidential and intended solely for the addressed party. Disclosure or use of this notice for any unauthorised purpose is strictly prohibited.

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**Yours faithfully,**

[Signature]

**[Name of Legal Practitioner / Firm]**

**Legal Practitioner / Advocate of the High Court for Zambia**

**Bar No.: [Insert if applicable]**

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**ACKNOWLEDGEMENT OF RECEIPT (OPTIONAL)**

I, **[Name of Recipient]**, acknowledge receipt of this Breach of Contract Notice and understand its contents.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**[Firm Stamp / Official Stamp if applicable]**