[TO BE PRINTED ON SCHOOL LETTERHEAD]

**[Insert date]**

**[Service Provider Representative]**

**[Address of Service Provider]**

Dear **[Service Provider Representative]**

**Notice for Breach of School Cleaning Agreement**

We refer to the contract for the provision of cleaning services between **[Service Provider]** and **[Insert School Council name]** dated **[Insert date]** (**Agreement**).

**[Describe Non-Compliance and/or Breach/es of a material term of the Agreement].**

Accordingly,the School hereby gives notice and requests that these breaches be rectified within 14 days, by **[Insert date]**.

In the event these breaches have not been rectified, to the satisfaction of the School Council, the School Council may immediately terminate this Agreement under clause [13.1(a) **OR** 14.1(a)] of the Agreement.

Should you wish to discuss this matter, please contact the School.

Yours sincerely

**[Insert name]**

Principal

**(Please refer to your contract for the ‘Grounds for Termination by the School Council’ clause. Depending on the version of the contract signed, this will be 13.1(a) OR 14.1(a))**