

XYZ Corporation
John Doe, president
7-Eleven Store No. xxxxx
123 Main Street
Any Town, New York xxxxx

Date of Letter XXXXX

To: Name of Market Manager XXXX

Dear,

I was recently served with an (LON) (Notice of Material Breach) dated 00/00 20

Please be advised that I have reviewed the accusations set forth in this Notice and disagree that it was validly issued for the following reasons:

Set forth in detail why you believe the accusations in the Notice are not valid or were beyond your control

I respectfully request that the Notice be rescinded in all respects and, if not, that this letter challenging the contents of the Notice be placed in my file.

Very truly yours