

Follow-Up on Contract Terms Infringement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Follow-Up on Contract Terms Infringement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally follow up on my previous correspondence dated [Insert Previous Date] regarding the infringement of terms outlined in our contract dated [Insert Contract Date].

It has come to my attention that the following terms have not been adhered to: [List Specific Terms that are being infringed]. This violation has caused significant concern, and I believe it is imperative that we address this matter promptly to avoid further complications.

I would appreciate your urgent attention to this issue and a response by [Insert Response Due Date]. Please let me know how you plan to rectify the situation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]