

# Freelance Agreement Breach Resolution

Date: [Insert Date]

To: [Freelancer's Name]

Address: [Freelancer's Address]

Email: [Freelancer's Email]

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to address a breach of our freelance agreement dated [Insert Agreement Date]. It has come to my attention that [describe the specific breach, e.g. "the agreed-upon deadlines were not met" or "the quality of work delivered did not align with our agreement"].

As you know, this breach has impacted [describe the impact, e.g. "the project's timeline" or "the overall quality of the deliverables"]. I would like to discuss this matter with you to reach a resolution that is satisfactory for both parties.

Could we potentially schedule a meeting to discuss this issue? I believe we can find a solution that preserves our working relationship. Please let me know your availability within the next few days.

Thank you for your attention to this matter. I am looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]