

Letter of Acknowledgment of Contractual Breach

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the breach of contract that occurred on [insert date of breach]. The breach pertains to [briefly describe the nature of the breach and relevant contract details].

As per the terms outlined in our agreement dated [insert contract date], we believe that the breach has led to [describe any implications or damages resulting from the breach].

We request that you take immediate steps to rectify this situation by [outline the specific actions needed to remedy the breach]. Failure to address this issue within [insert timeframe] may compel us to consider further actions.

We appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company]