

# Subject: Explanation for Breach of Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally address the breach of contract that occurred on [insert specific date of breach] concerning [briefly describe the contract or agreement].

Unfortunately, due to [explain the reasons for the breach, e.g., unforeseen circumstances, financial difficulties, etc.], we were unable to fulfill our obligations as per the agreement. This situation was not anticipated, and we regret any inconvenience this has caused.

We deeply value our relationship and are committed to resolving this matter. We propose [mention any corrective actions or solutions you are willing to take, such as a timeline for compliance, compensation, etc.].

Thank you for your understanding and patience regarding this matter. I look forward to your response and hope to find a resolution that works for both parties.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]