

Letter of Admission of Breach of Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally admit that I have breached the terms outlined in [specify the agreement or terms]. I understand the implications of my actions and take full responsibility for my decisions.

On [mention the date of breach], I [describe the specific actions that constituted the breach]. I recognize that this was not in accordance with the agreed terms and I sincerely apologize for any inconvenience or damage that it may have caused.

To rectify this situation, I am taking the following steps: [list any measures you are taking to remedy the breach]. I am committed to ensuring that this does not happen again in the future.

Thank you for your understanding and consideration. I am hopeful that we can resolve this matter amicably.

Sincerely,

[Your Name]